



**St Andrew's Church**  

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**N O R T H O X F O R D**

## **Voluntary Workers with Children and Young People**

## Safeguarding

St Andrew's Church is committed to the physical, emotional and spiritual well-being of all the children and young people in its care and is responsible for providing a safe and secure environment for minors and the adults who work with them. We are committed to the implementation of the House of Bishops' safeguarding principles as outlined in the *Safeguarding Handbook*, and the diocesan procedures, which are based on the Children Act 1989, and the Home Office Guidance Safe from Harm.

To that end, all volunteers aged 18 or over are required to have a Disclosure and Barring Services Check performed, and all volunteers aged 16 or over are required to make a 'confidential declaration' stating whether they have been convicted of a criminal offence or certain other matters, provide two referees, and to sign a contract agreeing to follow the safeguarding procedures and recommended good practice.

## DECLARATION AND UNDERTAKING

I declare that the given information (and that on the attached sheets) is accurate and complete to the best of my knowledge.

I undertake to inform the relevant church authorities promptly should any convictions, court orders or allegations concerning matters of this kind arise.

Signed

Date

Please return completed booklet to your Ministry Leader

8. Have you ever had any allegation made against you, which has been reported or referred to and investigated by the Police, Social Services, Children or Adult Social Care?

YES  NO

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

YES  NO

10. If you are working from home with children, is there anyone who is over 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules<sup>1</sup>; or is that person at present the subject of a criminal investigation or pending prosecution?

YES  NO

*Note: All these matters will be checked with the relevant authorities.*

## 1. PERSONAL INFORMATION

Name

Address

Telephone (home)

Mobile

Email address

Date of Birth (If under 18)

Position applying for

## 2. YOUR FAITH

How have you come to a personal faith in Jesus Christ?

How might you respond to someone who asks what Christians believe?

4. Has your name ever been placed on the Protection of Children Act (POCA), List 99, the Protection of Vulnerable Adults List (POVA) or the barred lists maintained by the Disclosure and Barring Service, barring you from work with children or vulnerable people?

YES  NO

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?

YES  NO

6. Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?

YES  NO

*Note: Make any statement you wish regarding any incident you wish to declare.*

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES  NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

*Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.*

# Confidential Declaration Form

This pro-forma is based on the form in *Practice guidance: Safer Recruitment*, House of Bishops 2015. It should be completed by those wishing to work with children or vulnerable adults. The Confidential Declaration Form applies to clergy, employees, ordinands, other adults and volunteers who are likely to be in regular contact with children or vulnerable adults. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Adviser or someone in a similar position. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1. Have you ever been convicted of or charged with a criminal offence that has not been filtered in accordance with DBS filtering rules? (Include both 'spent' and 'unspent' convictions.)

YES  NO

*Note: Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police.*

*Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Convictions obtained abroad must be declared as well as those from the UK.*

2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules<sup>1</sup>?

YES  NO

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence or misconduct?

YES  NO

## 3. YOUR EXPERIENCE & ASPIRATIONS

Have you previous experience of looking after or working with children or young people? (If so, please give details).

Have you a relevant qualification or undertaken appropriate training? (If so, please give details).

Have you particular gifts or skills that you could offer or a particular area of work you might like to be involved in? (If so, please give details).

## 4. REFERENCES

Names and addresses of two referees who know you well, but who are not related to you, one of which can comment on your abilities and attitudes to children and young people. If you currently hold a paid or voluntary position involving responsibility for children, one reference should be from your manager or equivalent at that place of work. This applies whether or not you have a DBS check already which you plan to use in support of this application (using the portability guidelines).

### Referee 1

Name:

Address:

Telephone (home):

Mobile:

Email:

### Referee 2

Name:

Address:

Telephone (home):

Mobile:

Email:

## Contract Agreement for Volunteers Working with Children and Young People

- ◇ I will work within the Diocesan Policy and Procedures for Safeguarding and the parish implementation guidelines.
- ◇ I will accept training in children's or young people's work and safeguarding when offered.
- ◇ I will follow the Code of Behaviour as set out in the Diocesan booklet and will always endeavour to treat children and young people with respect.
- ◇ I will discuss any concerns about children or adults with the Parish Child Protection Representative or the incumbent.
- ◇ I confirm that I have read and understood the following policies and will adhere to them:
  - St Andrews Safeguarding Policy
  - Good Practice guide for workers with children
  - Small group and one to one ministry guidelines
  - Transportation Policy
  - Youth communications and social media policy
- ◇ If at any time I do not feel able to comply with the Diocesan and Parish policy on Safeguarding I will withdraw from children's or youth work in the parish.

Signed

Date

## Faith

We uphold the Bible as the inspired word of God, which not only gives us the assurance of God's love and forgiveness through Christ but also gives us a definitive guide for a lifestyle which is pleasing to Him. This includes a *value for all people of all races, ages, and conditions*, whom we believe are made by God in His image; a *concern for the well-being of all people*, whom we believe God wants to be whole human beings and to flourish; *concern for the well-being of the family*, as a God-given social unit, including an equal value for and celebration of celibacy and faithful heterosexual marriage, as the only God-given lifestyles; *integrity* in all areas of life, from business practices to personal relationships; *transparency* about our beliefs and practices; and *accountability* to God for the use of the resources which he gives us. It is crucially important to us that all those who represent our ethos to the outside world share our faith and uphold the imperative to live by it.

## Hope

In the hopelessness of a world where wars, disasters, illness, poverty, the dissolution of relationships and the breakdown of society are commonplace, we believe that the love of God brings hope and renewal and that he uses the prayers of his people for good in the world. It is crucially important to us that all those who represent our ethos to the outside world are themselves inspired by this hope and can communicate it from a basis of personal experience.

## Love

We believe in the imperative to love one another. This will shape our corporate and individual relationships, both within the church and within the wider community. It will be worked out within our church family by encouraging and serving one another, forgiving and forbearing with one another, and putting each others' needs before our own as we help each other to grow as Christians. It will be worked out as we seek to serve the world in mission, in various areas of social service, and in working for the promotion of God's values, including justice, truth and value for individuals, within society. It is crucially important to us that those who represent our ethos to the outside world will engage, in all prayer and humility, in what is undoubtedly a sacrificial and difficult calling: to love as Jesus loved, through the power of His Holy Spirit.

## Volunteer Role

1. To work with children and/or young people and their families.
2. To help to deliver, in step with the wider mission and ministry of the church, a programme of worship, fellowship, teaching, discipleship, pastoral support, outreach and fun for children and/or young people.
3. To work alongside other volunteers, being accountable to the Children's and Families' Worker, Youth Worker or Cutteslowe Worker (as relevant).

## Personal Requirements

1. You will have a Christian faith which enables you to share the knowledge and love of God through Jesus Christ on the basis of personal experience.
2. You will be committed to the five priorities laid out in the St Andrew's Church Vision Statement (appendix 1), and to "Growing God's Family".
3. You will agree to teach and abide by the Evangelical Alliance basis of faith (appendix 2) and the St Andrew's Statement of Christian Ethos (appendix 3)

## Our Commitment to You

With regards to your ministry with children and/or young people, we commit to:

1. Provide leadership, encourage and support you
2. Provide training and learning opportunities
3. Pray, care for and value you and your ministry
4. Challenge you to develop your ministry and to grow in your faith

# St Andrew's Church Vision Statement

As a church we pray that we will:

- **Worship God wholeheartedly** as we meet together and in daily life
- **Live the Bible** as we allow God to change us
- **Love one another** as we serve and care
- **Share Christ** with our friends, our city and the wider world
- **Give generously** of what we have and who we are

## Evangelical Alliance Basis of Faith

We believe in...

1. The one true God who lives eternally in three persons—the Father, the Son and the Holy Spirit.
2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
3. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.
4. The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
5. The incarnation of God's eternal Son, the Lord Jesus Christ—born of the virgin Mary; truly divine and truly human, yet without sin.
6. The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
7. The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
8. The justification of sinners solely by the grace of God through faith in Christ.

9. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
10. The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
11. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

## Statement of Christian Ethos

We have sought to encapsulate the ethos of St Andrew's Church in our strapline, 'Growing God's Family'. All that we do is based on our corporate belief in the good news of God's saving love in the life, death and resurrection of Jesus Christ and in his call to share the good news in our own city and throughout the world. We want to 'grow' Christians by helping those who do not yet know Jesus to come to know Him and by helping those who already know Him to grow in maturity in their faith.

We take as the model for our corporate life Jesus, the Word of God, 'who became flesh and lived for a while among us (John 1:14)'. We believe in God's call to embody his Word for our own generation: by our lifestyle as a church and as individuals, by the clarity of our communication of the Word of God, and by the indissoluble continuity between our beliefs, our lifestyle and our words.

The way in which we do our work as a church is the demonstration and authentication of the ethos by which we live. As an organisation, we accordingly rely on God, as we turn to Him in prayer, to empower us by His Holy Spirit to carry out His work in the world in a way which is characterised by the values laid out in His word: