



Hammersmith Christian Fellowship
Vetting Procedure and Safer Recruitment

March 2021



Name of Church: Hammersmith Christian Fellowship

Following discussion with the Leadership Team and prayer, we ask all prospective workers with children and young people (0 – 18), or anyone wishing to volunteer to work with adults at risk within our church to complete this form.

If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority. In accordance with our data protection policy, upon request, the personal details of the person named below will be erased from church details.

1 Personal Details

Full name

.....

Other names by which known in past

Address

.....

.....

Postcode

Telephone Number.....(Daytime).....(Evening).....(Mobile)

How long have you lived at the above address? Years

If less than 3 years, please give previous address(es) with dates

From/...../..... To/...../..... Address

Postcode

From/...../..... To/...../..... Address

Postcode

2 Experience and skills

Please tell us about your Christian experience (i.e. how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

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Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

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Do you suffer, or have you suffered any illness which may directly affect your work with children or young people or adults at risk?

Yes No (Please tick the appropriate box) If yes, please give details:

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3 References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee should be external to the church. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name

Address.....

..... Postcode

Connection with you

.....

Name

Address

.....Postcode

Connection with you

.....

4 Criminal Records Declaration

Due of the nature of the duties the postholder would be expected to undertake, the successful candidate will be required either to make a full declaration of their past criminal record or will be asked to co-operate in obtaining a Standard or Enhanced Disclosure from the Disclosure and Barring Service.

If considered suitable for the post, do you agree either to make a full declaration of your criminal record or to co-operate in obtaining a DBS check at the Standard or Enhanced level?*

Yes No (Please tick the appropriate box)

** If you are applying for a role working with children and young people under the age of 18 years, the position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and / or young people within the church.*

5 Declaration

I confirm that the submitted information is correct and complete.

Signed Date

1. Aim

To ensure that all church members and volunteers working at Hammersmith Christian Fellowship believe and adhere to the Articles of Faith of the Old Baptist Union before being recruited for work within the church.

To ensure that all church members and volunteers working at Hammersmith Christian Fellowship are correctly vetted and as far as possible, it has been ascertained that the individual is safe and suitable to work with children, youth and/or vulnerable adults.

To ensure that Hammersmith Christian Fellowship's constitution and policies are adhered to when appointing a new worker and that the worker is aware of the contents of the said constitution and policies.

2. Church Leaders

In order to be a serving on the church Leadership Team, an individual must have been a church member for a minimum of 12 months.

A church leader will have a specific responsibility for a role within the church i.e. Secretary, Treasurer, Youth Worker, Evangelist, Deacon responsible for the church building.

A church leader will take on other roles as needed.

They will also support their fellow leaders and be responsible for ensuring policy into practise throughout church life.

3. Church Members

3.1 Every person who has accepted Christ as their personal Saviour, has been baptised in water, is committed to the church's Biblical teaching, the fellowship, the Breaking of Bread and prayer, who is willing to accept the Articles of Faith and this constitution is eligible to be received into membership.

3.2 Every person who applies for church membership will be given the opportunity to receive the Laying on of Hands, in accordance with the Scriptures.

3.3 New members are to be received publicly with the right hand of fellowship and prayer.

3.4 Every member should support church activities by their prayer, presence and finance and should attend the church business meetings.

3.5 All applicants for membership will be discussed by the Leadership Team before being recommended to the church.

3.6 A member's name may be removed from the register if they have been guilty of unrepented sin; they wish to be removed; or if attendance at Hammersmith Christian Fellowship has lapsed for a period of over a year.

3.7 Before being appointed to any role within the church the church member must complete the recruitment form within this policy. If they are taking on a role of responsibility with children, youth or vulnerable adults and may **AT ANY TIME** be left unsupervised (Regulated Activity) then a **CRB check MUST** be cleared before they are left unsupervised and before their role is confirmed.

3.8 If any reference is returned which causes doubts within the Leadership Team, a discussion must be had between the Leaders and then with the individual and all must be unanimous in their decision to appoint the member to the position before the person can take up the post.

3.9 If the member has completed the recruitment form has declared a criminal record, please refer to the Equal Opportunity Policy¹ and the Contract with Ex-Offenders Policy². The HCF Designated Safeguarding Officer should be consulted before any appointment is made. i.e. is the conviction spent? What was the nature of the offence? Is the individual willing/able to share their experience with the rest of the church?³ Please Note that if the offence is related in any way to misconduct with a child or young person, the member must never work with children /young people in the church even in a supervised capacity.

4. Volunteers

Even individuals working as volunteers within HCF who are not members, must have completed the recruitment form.

No volunteer should ever be left unsupervised with children, young people, or vulnerable adults within HCF.

This is because:

- The individual is still working within the church on behalf of and as part of HCF and will be viewed by others in the congregation as having a post of 'responsibility', their position may be misconstrued.
- The individual may be working with children, young people, or vulnerable adults and in line with our safeguarding policy, the safety of all is paramount.

5. Someone from outside HCF

From time to time, individuals or groups of Christians come to HCF to support the ministry of the church. Anyone coming to serve within the church, irrespective of the time they will spend in ministry, must complete the recruitment form and their references must be taken up and accepted by the Leadership Team.

People from outside HCF should not be left unsupervised if they are engaged in activities with children, young people or vulnerable adults.

i.e. there should always be a church member, preferably a member of the Leadership Team with them.

¹ Equal Opportunity Policy

² Contract with Ex-Offenders

³ Confidentiality Policy