

POLICY, GUIDELINES AND PROCEDURES FOR APPOINTMENTS

Policy statement

Within GBM there is a large number of 'workers' – some are staff employed by the charity, but most are volunteers working within local settings. In all cases GBM will endeavour to safeguard the children and young people with whom it works by following carefully laid down procedures for their appointment. Once appointed, both employees and volunteers will be given appropriate initial and ongoing training, relevant support and the necessary supervision to equip them for their task.

Procedure for the appointment of volunteers

In GBM, adult volunteers are defined as anyone who is 18 years of age or older. All adult (18+) volunteers desiring to work, on a regular basis, as part of a GBM team should:

- Agree their involvement in GBM with the church of which the GBM team is a part, as the church needs to approve the appointment and ensure relevant references are secured if appropriate (use the *Character reference request template* available to download for free from the GB website)
- Be equipped for their role using the **n:fluence 18+** equipping material. This training will need to be arranged and delivered by the appropriate people e.g. the district team leader and/or designated trainer(s)
- Apply for, and obtain, an enhanced DBS check through the church or GBM. You can check the privacy policy for enhanced DBS checks at <https://www.gov.uk/government/publications/dbs-privacy-policies>
- If possible, work in the local group under the supervision of registered and trained GBM volunteers while completing the relevant modules from **n:fluence 18+**
- Visit, observe and learn from children's/youth work in another context e.g. a different GBM group or an alternative youth/children's work within a church setting
- Identify, with the help of other GBM team members, a local leader who will support and informally mentor them as they settle and grow in their new role
- Complete the *Volunteer Registration Form* and return it to GBM's Support Centre, confirming the receipt of a satisfactory enhanced DBS disclosure, the completion of the relevant modules from **n:fluence 18+** and the church's confirmation of the appointment
- Receive confirmation, from the GBM's Support Centre, that they're registered as leaders. This may be celebrated with a special church service or presentation evening
- Emerging leaders aged 16 plus, actively working with children, also need to obtain an enhanced DBS disclosure. Young people can remain in the **n:spire** section, or as Advanced Young Leader, until the age of 25 but require DBS checks once they're Advanced Young Leaders (16+) or adults (18+).
- It's not best practice for all the leaders at one group to be from the same family.



- If you've just got a new DBS check, you have 19 days (from the date on your DBS) to register it online with the DBS Update Service. This means GBM can then view your disclosure status online and you never need to complete another DBS check for us! You then need to complete GB's *DBS Verification Form* to let us know you've done this. OR, if you're unable to register for the Update Service within the 19 days, you'll need to show your new disclosure to the minister of your church (the DBS allow this as your church are involved in the recruitment process of all GB leaders) and they/you will need to complete GB's *DBS Verification Form*.

Guidelines

For clarity and explanation the following should be noted:

- All volunteers will need to undertake the safeguarding modules from **n:fluence 18+** or from their local church, if they're volunteering in GBM after their 18th birthday
- All new volunteers are required to undertake the relevant parts of the **n:fluence 18+** equipping materials
- The **n:fluence 18+** resource provides the following modules of training:
 - o Mission
 - o Children/young people
 - o Pastoral care
 - o Relationships
 - o Programme
 - o Leadership (for team leaders).
- Some modules/units are compulsory, others may be chosen according to the role which the volunteer will undertake (or the skill that they already have). Please refer to the **n:fluence 18+** equipping guide for more information
- Those with previous experience/training/professional qualifications may be exempted from certain modules. All exemptions should be noted and the reason for the exemption recorded
- Volunteers are expected to participate in ongoing development and equipping opportunities, to help ensure that activities are relevant and that good practice is developed in their work among children and young people i.e. volunteers should engage with the **Gather, Grow and Go** process – as detailed on our website
- Specialised equipping is available for areas such as Residential Events
- Ongoing support, training and nurture is provided for all leaders in local, regional and national spheres and, where appropriate, is advertised on GBM's websites and social media
- Those elected to serve on the GBM Trustee Board and GBEW Network Executive receive induction training.

Procedure for the appointment of staff

- When a staff vacancy arises, job descriptions will be drawn up.
- The post will be advertised via the GBM websites and relevant local and Christian press with a closing date of not less than 15 days from the placing of the advert.
- All applicants will be required to complete an application form.
- Once the closing date is passed, a short-listing process will take place.



- Throughout the appointment process, GBM will adhere to its equal opportunities policy.
- At interview all applicants will be asked a set of questions and will undertake a task as appropriate to the role.
- Interview panels will include senior staff as relevant to the role.
- Reasons for non-selection of candidates will be clearly identified and might include:
 - Poorly completed application form/withdrawn application
 - Lack of relevant experience/qualifications
 - Inability to demonstrate professional or technical ability
 - Inappropriate attitude/demeanour
 - Communication or language difficulties/medical grounds
 - Poor interview performance/unsatisfactory references.
- Once a candidate is selected for appointment, references will be taken up.
- If satisfactory references are received, a conditional, formal offer letter will be given.
- At the same point the person will start an enhanced DBS check, which needs to show that the person is acceptable for the position.
- All employees will be given an induction plan which covers items such as health and safety, job specific elements and expectations and will be overseen by the line manager in consultation with the Director.
- Each employee is responsible to a line manager with whom update meetings are held to establish work patterns and monitor work load.
- An ongoing appraisal programme is used to provide support, monitor performance, assess training needs and measure competency.

Policy on the recruitment of ex-offenders (staff and volunteers)

It's GBM's policy to require applicants to disclose any 'unspent' criminal convictions as part of their application. The Rehabilitation of Offenders Act 1974 and the Legal Aid and Sentencing and Punishment of Offenders Act 2012 state that ex-offenders are not required to disclose to prospective employers convictions defined as 'spent' under the Act (unless the post is covered by the Exceptions Order). The Act defines time periods after which different types of convictions become spent. It also makes it illegal for employers to discriminate against an ex-offender on the grounds of a spent conviction.

All GBM roles that involve working with children and young people come into the scope of the Exclusions and Exceptions Order. This means that even 'spent' convictions must be declared when applying for a post. See point 4 below.

Having a criminal record will not necessarily bar an individual from working with GBM, this will depend on the nature of the position and the circumstances and background of the offence(s) and the relevance to the post in question.



GBM will not discriminate unfairly against applicants with a criminal record. GBM demonstrates its commitment to the fair treatment of its staff, volunteers and service users as stated in our Equal Opportunities Policy.

Policy on disclosures and declaring convictions:

1. For those positions where a disclosure is required, all application forms and recruitment details will contain a statement that a disclosure will be requested in the event of the individual being offered the position.
2. Where a disclosure is to form part of the recruitment process, candidates will be required to provide details of their criminal record with the initial application. We guarantee that this information is only seen by those who need to see it as part of the recruitment process. Volunteers will be consulted as to whether they wish to continue with their application before any information is shared.
3. Unless the nature of the position allows GBM to ask questions about an applicant's entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
4. Where the role applied for involves working with children and young people under the age of 18 then this represents an exception to the Act, and as such, applicants are expected to declare their convictions even if they are 'spent'.
5. If the role applied for is working with children, and the applicant has conviction details on their disclosure, the DBS certificate, a statement from the applicant of the account and two-character references must be sent to the GB Support Centre marked 'Private and Confidential' for the attention of the Safeguarding Lead. This must be done within two weeks from the DBS certificate being issued. On receipt of the above the Safeguarding Lead will seek advice from three other people on the GB Child Protection Panel. The Safeguarding Lead will contact the applicant and Team Leader/District/Church in writing with the outcome of the risk assessment.

NB: The decision on appointment lies with the church and it is for the church to decide whether to accept the recommendation and make the appointment.

