

Ipswich Road URC Procedure for volunteer recruitment and safeguarding procedures relating to volunteers working with children (ie 0-18 years) and vulnerable adults in activities organized by the church

Based on “Good Practice 6”

April 2026

Procedure to follow if someone is interested in volunteering in a group where children or vulnerable adults are present, whether or not they are accompanied by an adult or parent/carer:

- i. Invite them to a meeting of the group/activity to see if they like it and if the leader feels that their presence enhances the group. At all times they must be in sight of the designated/safeguard checked leader of the group
- ii. If they express an interest in continuing or there is a need for them to be alone with a child/vulnerable adult or be more than a shadow, they will need to go through the safer recruitment process as follows.

1. Recruitment process based on Good Practice 6 p 26

- i. Know exactly what it is you want from a volunteer. In order to do this, a role description needs to be prepared which can be given to the volunteer.
- ii. Give the potential volunteer a copy of the volunteer application form and self-declaration form to complete. (Attached to this guidance)
- iii. Hold an informal interview with the potential volunteer and two or more Church representatives. (Including an Elder and a group leader). This ensures that it is a collective decision. The interview and its outcome should be documented.
- iv. Potential safeguarding questions to ask at the interview, from URC Good Practice 6:
 - What experience do you have of working with children/adults at risk?
 - Why do you want to volunteer with children/adults at risk?
 - What sorts of things would make you concerned about the safety of a child or adult at risk?
 - What would you do if you saw or heard something about a child/adult at risk that made you concerned for their safety or welfare?
 - Do you know of any reason why you should not be volunteering with children or adults experiencing, or at risk of, abuse or neglect?
- v. If both the potential volunteer and the church wish to proceed, follow up references. (Ideally at least one to be from someone who knows of their work with children or ‘adults at risk’)
- vi. Ask the Church Safeguarding Coordinator to determine what level of DBS check is required and to action it. (The

Safeguarding Coordinator will require the person's full name, dob, email address and National Insurance number to register them. They will also need to know full details of the role and its regularity, in order to determine which type of check to take place. (See Good Practice 6 pages 28-33) Ideally the DBS and references to be completed before the volunteer begins work on a regular basis.

- vii. Have a probationary period of 3 months, reviewed regularly, to enable the person to ascertain if the role is right for them and they are right for the role. (This also helps to identify if they require any additional training or support).

2. Induction, training and support

- i. Give (paper copy/email) the new volunteer an induction starter pack containing a copy of the church safeguarding policy and relevant Codes of Conduct (as attached) plus any other relevant policies or information or pointers to them. The codes of conduct form to be signed and returned before they begin volunteering.
- ii. Require attendance at the relevant level of safeguarding training and ensure that it is carried out.
- iii. Ensure the volunteer knows who to contact with any queries or concerns
- iv. Set expectations of how the work will be supervised.