

### **Induction Checklist for New Volunteers working with Children and Young People**

When a person volunteers to work as a leader or helper with one of the groups, there are certain things that must happen before they can start.

- The group leader should inform the U18s Coordinator and provide contact details of the volunteer offering to work with the group
- References will be obtained at the discretion of the Incumbent
- The U18s Coordinator will put together a pack containing a Child Protection Policy, a DBS Disclosure Application Form, a Self-Declaration Form, a Child Protection Procedures Form and the date of the next CP Training Course. S/he will then contact the volunteer and explain the Child Protection Procedures
- Once the forms have been completed and verified, the volunteer will need to have an interview with either the U18s Coordinator or the Incumbent
- The volunteer will be given 2 copies of the relevant Role Description – they will sign both, keep one and return the other one to the U18s Coordinator

Once all the above has taken place, the new volunteer can then attend sessions under supervision but must not be put onto a rota until they have received DBS clearance.

Until all the forms have been completed, the training course undertaken and the DBS Disclosure received, HCC will only provisionally authorise that person to work with the children and young people. Once everything has been completed, HCC will then authorise fully. (Authorisation takes place once a year, at the July HCC meeting)

After a 3 month probation period, the group leader should meet with the volunteer to review their work and make arrangements for the future.

An Induction Matrix form will need to be completed for each new volunteer (see overleaf). Once completed, the volunteer will sign and date it. This form should then be given to the U18s Coordinator for the records.

**INDUCTION CHECKLIST**

**NAME** \_\_\_\_\_

	<b>Date</b>	<b>Initials</b>	<b>Progress Comments</b>
References sought at the discretion of Incumbent			
U18s Coordinator contacts new volunteer with a CP pack			
Completed forms checked and verified by Gill McIver or Margaret Oultram			
Interview by either Incumbent or U18S Coordinator			
Copies of Role Description signed by volunteer			
Attended CP Training Course			
Authorisation given by HCC			
Three months' probation review with the leader of group			

I agree that the above checks have taken place

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Group Members with Additional (Special)/Health Needs

#### **Introduction**

It is highly likely that a church sponsored group will have members who have some form of additional need, or a health issue

The severity and significance of the need will fall within a wide spectrum, with some difficulties not necessarily causing any particular disadvantage to the individual within the group setting, e.g., a dyslexic condition.

Conversely there may be others who have a condition which may cause significant difficulties for the individual in terms of mobility, relationship difficulties, levels of activity or communication.

#### **Registration**

- A uniform registration form will be introduced with appropriate wording
- If there is a positive response to the question concerning additional needs, parent/carers should be sensitively asked if there is any additional information the leaders should have to manage situations, e.g. managing an asthma attack

#### **Action**

- If there is a positive response to the question about additional information, a separate form should be completed, checked with parent/carers and kept with the registration information. A copy should be sent to the U18s Coordinator. The registration leader should ensure that all other leaders are informed of the circumstances
- Parents/carers should be asked to update information on a member as and when it becomes available
- Any significant incident concerning a member 'registered' with the Under 18s Coordinator should be logged and a copy of the information sent to the Coordinator.

### Insurance Cover

Both churches and the St Nicholas' Centre have insurance cover with Ecclesiastical Insurance. This is a brief summary of the liability cover provided for the youth groups.

#### **Public Liability (Cover 2)**

*Ecclesiastical Insurance will pay a claim should the PCC be found legally liable as a result of their negligence causing accidental death, bodily injury, illness or disease to third parties or loss of or damage to third party property. This cover will extend to include any individual leader/volunteer whilst undertaking this activity.*

#### **Products Liability (Cover 3)**

*As above, but following the sale or supply of good to third parties (Products Liability)*

*Ecclesiastical Insurance will pay up to £5,000,000 including legal costs and expenses any one claim/event (Products liability – in any one period of insurance)*

*The cover applies to any mainstream Church activity, event or business being undertaken anywhere in the British Isles. For the cover to apply all activities and events must be organised by and under the control and authority of the PCC.*

*The cover is subject to the PCC following the Child Protection policy as specified by your Diocese. All relevant DBS checks must be satisfactorily completed on leaders and volunteers prior to their involvement in this activity.*

#### **Important Notes**

*Negligence is defined as a failure to take care in circumstances where the law requires that care should be taken.*

*For the PCC to be negligent the following points must apply:*

- *A duty of care is owed by the PCC to the third party*
- *The PCC must have breached that duty*
- *Damage is suffered by the third party as a result of the breach*

*A duty of care is owed to other persons if it is reasonably foreseeable that they will be affected by the PCC's acts or omissions.*

*Ecclesiastical Insurance will not provide cover for additional liability which is outside the policy cover and is assumed by signing a contract or agreement. If you are proposing to sign any agreement for hiring or use of premises or equipment could you please forward a copy to Ecclesiastical Insurance prior to us signing so that we may comment accordingly.*

*If you are proposing an activity which is unusual or hazardous, can you let Ecclesiastical Insurance know so that they may consider providing suitable cover.*

*Any off-site activities led by the Methodist Youth & Community Outreach Worker or other Methodist staff are covered by Methodist Insurance Policies.*

**Please note** – for PCC read HCC

If you need further information about the insurance cover please see the Under 18s Coordinator for advice and guidance.