

1. Attend Insight training

To be a volunteer in any of our ministries, you must first attend an Insight event, in order that you understand the BCC 'heart' and philosophy of volunteering and serving in ministry.

This might be an Insight night, or Insight training provided in the context of a particular ministry.

2. Complete a Self-Declaration form

If you wish to volunteer with our young people (BCCKids, #epic or CitYouth), you need to complete a Self-Declaration form. It is critical that you are completely honest with us when filling out this form. Please return this completed form to BCC.

3. Provide BCC recruiters with identity documents

Please bring original documents from the list linked below, and show these original documents to one of our recruiters, within one month of asking to volunteer. Our recruiters are left to right: Pastor Nick, Pastor Rachel, Ellie Cave (BCCKids Children's Ministry Leader), Rebecca Schmuda (BCC Receptionist)



Any one of these recruiters can take photos of your documents with their phones; and then they will hand your documents back to you.

These photos of your documents will be permanently deleted as soon as we have entered the details online for you.

If you are having difficulty providing these documents, do ask for some help, as the process can seem difficult or complicated.

This part of the process does remain your overall responsibility, however, and if you do not complete this, unfortunately you will not be able to volunteer in ministry with our young people.

4. Complete an application online

Once BCC has seen all the required documents, we will send you a link to the system online which helps to process your identity check. This online system is called eBulk.

This identity check is has two steps.

1. First, it is processed by the Churches' Child Protection Advisory Service (CCPAS).
2. Second, it also processed by the Disclosure and Barring Service (DBS), which is a non-departmental public body of the Home Office of the United Kingdom.

Although we will provide you with the instructions you need to help you complete this online, this part of the process also remains your responsibility, just as it is in Step 3 above, and if you do not complete this, unfortunately you will not be able to volunteer in ministry with our young people.

5. BCC processes your application

Once Step 3 and Step 4 have been completed by the volunteer, BCC will process your application to CCPAS and then on through the DBS process.

6. DBS-check clearance certificate issued

The results of this process will be posted out to you as a hard-copy certificate to the home address you specified in Step 4 above.

At this point we are also notified that the certificate has been issued to you.

7. Processing what the DBS-check certificate says

If the certificate is clear, that means you are now "DBS-checked" and ready to start volunteering with our young people at a ministry in BCC.

Alternatively, however, the certificate might provide information which CCPAS will ask us to discuss with you, so that we all understand any issues that the information might raise.

In many cases, information found by the DBS-check does not affect your capacity to volunteer with young people.

It is possible, however, that as a result of this discussion we might ask you not work with young people.

If this is the case, please do not be discouraged, as may still be possible for you to have a very productive ministry for Jesus with BCC in many of the other areas where need volunteers.