

# Safeguarding

## Process for registering a new children's/youth helper or leader

1. Anyone interested in becoming a helper or leader can come along to a group as an observer. They are just there to observe and cannot count as an adult in your adult/child ratio. They must never be left alone with any child or children.
2. If and when they show an interest in making a regular commitment to a group, they first need to read the Safeguarding Policy and Procedure and the Volunteer Policy, both of which are available on the SBC website ('Resources > Safeguarding documents').
3. They should then make an application to SBC, using the 'Slough Baptist Church Application form' (same page on the website). This requires them to provide the names and contact details of two referees. Referees can be people from within or outside the church, but not members of their own family.
4. They should get a response to this from the church, which will invite them to go on to the DBS site and make an application there. Notes on how to do this and a link to the site are also on the same page of our site.
5. Meanwhile we will be chasing up their references.
6. When they have successfully registered with the DBS they will need to see Andy to get their ID checked. He will log this on our database.
7. The registration will last for 5 years, and we will contact them again when it needs renewing.