

Faith Movement CIO

Draft Protocol for the Appointment of Adult Leaders

The Faith Movement Charitable Incorporated Organisation (hereinafter referred to as “the Faith Movement”) is a charity registered in England, number 1188137.

1. A standard application form must be completed by all those seeking to take up the role as an Adult Leader. The application form will request the names and contact details of two referees. Permission should be sought from the referees in advance of providing their contact information for the purpose of providing a reference. All applicants must also complete a Safeguarding Self Declaration Form(SSD). The completed application form and SSD should be returned to the Safeguarding Officer. For confidentiality purposes, the completed SSD should be returned in a sealed envelope.
2. All applicants must apply for a DBS Disclosure check or PVG Certificate/Update. The identity of all applicants will be verified as part of the DBS/PVG application process.
3. The Safeguarding Officer will seek references directly from the referees. Generic references or those addressed “To whom it may concern” are not acceptable.
4. All applicants will be provided with a copy of the Faith Movement Safeguarding Policy and will be asked to sign an acknowledgement confirming that they having read and understood it and that they agree to adhere to it. Training on the requirements of the Safeguarding Policy will be provided to all applicants/Adult Leaders.
5. On receipt of a satisfactory DBS or PVG check, together with two satisfactory references and completion of the safeguarding training, the Safeguarding Officer will notify the applicant in writing that they have been approved as an Adult Leader. The Safeguarding Officer will also notify the Chair of the Trustees.
6. In the event of any convictions being disclosed in the course of the process, the applicant will be given an opportunity to provide context and any explanation in respect of the convictions. The application will then be referred to the Safeguarding Committee for discussion. The Safeguarding Committee will make a recommendation to the Trustees in respect of the application.

7. In the event of any concerns in respect of the references provided, such as negative or ambiguous comments or inconsistent information, the Safeguarding Officer will follow up with the referee by telephone or face to face discussion. The application will then be referred to the Safeguarding Committee for discussion. The Safeguarding Committee will make a recommendation to the Trustees in respect of the application.