

Volunteering for Children and Youth Work at Ebenezer

If you'd like to volunteer to work with children at Ebenezer Church, Machen we would be delighted. However, before you can become a volunteer, you will need to complete the following 3 steps:

1. Volunteer Application Form.

The first step in becoming a volunteer is to complete the Volunteer Application Form. This can be completed physically or online by clicking here:

<https://forms.gle/ig5nZRQnMviDQCyQ9>

2. DBS Registration.

If you **are** registered for the DBS Update Service, please can you complete the following form: <https://forms.gle/w3MkmE7opSW8Mbza6>

This Google Form will ask you to give your certificate number, surname, Date of Birth and your consent for us to check your DBS Certificate on an annual basis.

If you **are not** registered for the DBS Update Service, you will then need to complete a DBS check. This involves the following steps:

- a. Click on the online form at <https://www.matrixscreening.com/thirtyoneeight/applicantLogin.do?applicationType=dbs> and enter Organisation Reference: 12499 and the password: EBENEZER12499
- b. Fill in your details. When asked about the position applied for please enter "Church Children and Youth Club Worker" as this will cover you to volunteer in any of the children's ministries we have.
- c. Once the form is complete, please speak to our Safeguarding Lead (Amanda Bosanquet) or email safeguarding@ebenezermachen.com and let her know the ID documents you intend to use to complete the ID check. The easiest three tend to be your passport, your driving licence and a recent bill (within the last 3 months) with your address on. A full list of permitted documents is here: <https://www.gov.uk/guidance/documents-the-applicant-must-provide>
- d. The Safeguarding Lead (or Deputy) will then need to sit down with you and your ID and simply fill in the paperwork online. This gets checked and sent off to the DBS. A DBS check usually then gets mailed to the applicant within 4 weeks. As soon as you have received your certificate, please let the Safeguarding Lead know.
- e. Finally, we will ask you to register for the DBS Update Service immediately after receiving your certificate, as it must be done within 28 days. It is entirely free to register for the update service (unless you are a paid worker), and it means you may be able to use your DBS certificate for similar volunteer work with other organisations, and allows us to annually check your DBS status rather than completing the DBS process every year.

3. Child Protection Training.

Finally, you will need to complete a short online training course to demonstrate that you have received training in child protection. This course is available for free by clicking here:

<https://socialcare.wales/learning-modules/group-a-safeguarding> Once complete, please email safeguarding@ebenezermachen.com and attach your certificate of completion.

Once those steps have been completed successfully the Safeguarding Officer or Deputy will contact you to discuss any questions and confirm registration. Thank you again for your kindness in being willing to serve in this way!