

9. The Appointment Process

9.1 Appointment of a new worker

Before a person is appointed as a worker, the following steps will generally be taken:

Step 1

Initially, the Youth Co-ordinator will discuss with the Minister the suitability of any applicant.

Step 2

The Youth Co-ordinator will be responsible for giving the person a job profile (see Appendix 1) and an application form (Appendix 2), and for meeting with that person to discuss the vacancy and highlight the importance of child protection. The job profile will be prepared by the Youth Co-ordinator and should include the following:

- purpose of job
- specific responsibilities and duties
- details of regular meetings
- the name of the worker's supervisor
- the need to be familiar and comply with the Church's *Safe to Grow* Policy
- a statement that anyone applying for this position will be expected to apply for an Enhanced Disclosure from the Criminal Records Bureau
- responsibilities for supervising other staff members (eg. safety, finance, planning, teaching, etc.)*
- selection of other staff*
- requirements for reporting (eg. the Church's Annual Report)*
- any other requirements.

(* Principal Leaders only)

The applicant will be advised to begin the process of applying for an Enhanced Disclosure at this point, as it may take some time. (As an organisation using the Criminal Records Bureau Disclosure Service to assess applicants' suitability for positions of trust, Rushmere Baptist Church undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information received.)

Step 3

The application form will be returned to the Youth Co-ordinator who will make a decision regarding the applicant's suitability, subject to a satisfactory criminal record check, and further the process by writing to the referees. If the person has worked with children in the past or if he or she is employed in a child care situation, ideally a reference will be obtained from someone who knows them from such a context. If the person has moved from another church within the last five years, ideally a reference will be sought from the previous church(es). One reference should always be from someone outside our Church fellowship. We reserve the right to take up further references if appropriate.

Step 4

When satisfactory references have been received, the Youth Co-ordinator will approach the Deacons for initial approval, after which he or she will arrange a meeting with the applicant to discuss the Church's *Safe to Grow* Policy. Candidates will be asked directly if they have been requested to leave any posts working with young people or whether young people have ever been taken from their care.

Step 5

Once a criminal record check has been applied for from the Criminal Records Bureau, the Youth Co-

ordinator will arrange for the Youth Worker Agreement to be signed by the Minister and him/herself. He or she will retain the original and give a copy to the new worker. The six month probationary period will begin at this point.

Step 6

After six months have elapsed AND when a satisfactory CRB Disclosure has been received, the Youth Co-ordinator will consult with the Minister regarding the suitability of the Principal Leader. If they wish the appointment to be made permanent, they will ask the Deacons for it to be ratified at a Church Meeting. If, however, they are unhappy for the worker to continue, he or she will be informed and will be asked to stop working in the organisation.

9.2 Change of position within an organisation

If, at any time, it is agreed that a worker's role in an organisation will change (eg. if a Leader has been asked to become Principal Leader or a Helper wishes to become a Leader), a new job profile will be issued and a new Youth Worker Agreement must be completed. The Deacons will be asked to approve the change of position and a Church Meeting will be asked for ratification. Further references will not be required and the worker will not normally have to complete another six month probationary period, although he or she may choose to accept the appointment on a trial basis.

9.3 Transfer between organisations

If, at any time, it is agreed that a worker will transfer to another organisation, either in an equivalent position or changing his or her role (eg. if the Principal Leader in a Sunday group is asked to become Principal Leader of a week-night organisation or if a Helper in one organisation is asked to become a Leader in another), a new job profile will be issued and a new Youth Worker Agreement must be completed. The Deacons will be asked to approve the transfer and/or change of position and a Church Meeting will be asked for ratification. Further references will not be required and the worker will not normally have to complete another six month probationary period, although he or she may choose to accept the appointment on a trial basis.

9.4 Reviewing appointments

After the six month probationary period is completed by a worker, no formal annual reviews of appointments will be held, but each June or July the Youth Co-ordinator will approach all Principal Leaders to confirm that they are happy for their current Leaders and Helpers to continue working in their organisations. If this is not the case, the worker(s) concerned will be invited to meet with the Principal Leader, Youth Co-ordinator and/or Minister to discuss the situation. If problems cannot easily be resolved, the worker(s) will be asked to stop working in the organisation(s).

If the Youth Co-ordinator is concerned about the work of a Principal Leader, he or she will speak to the Minister and they will meet with the Principal Leader to discuss the situation. Again, if problems cannot easily be resolved, the Principal Leader will be asked to stop working in the organisation.

The Deacons will be kept informed of all such situations.

9.5 Appointment of Paid Workers

In the event of the Church appointing a paid youth or children's worker, we will use the application form on Pages 59 to 62 of the Baptist Union's booklet *Safe to Grow*).