**SAFEGUARDING FORM A Part 1**

**REGISTRATION FORM FOR VOLUNTARY WORKERS WITH**

**CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

Church councils are responsible for safely recruiting workers with children, young people and vulnerable adults. Please complete this form as your first step in offering to help.

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| **Full Name:** | |  |
| **Former Name:** | |  |
| **Date of Birth:** | |  |
| **Address** | |  |
| **Post Code** | |  |
| **Telephone:** | Day: |  |
|  | Evening: |  |
|  | Mobile: |  |
| **Email:** | |  |

|  |  |
| --- | --- |
| **How long have you lived at the above address?** |  |
| *If less that twelve months, please give the following information:* | |
| **Previous address:** |  |
| **How long there?** |  |
| **Church attended:** |  |
| **Name of Minister:** |  |

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| **Current Church:** |  |
| **Current Circuit:** |  |
| **References**  Please give the contact details and position or relationship of two people who know you well, including one who has managed or supervised your work with children, young people or vulnerable adults. | |

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| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Post Code:** |  |
| **Telephone No**.  [incl. STD Code]: |  |
| **Email:** |  |
| **Position or Relationship** |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Post Code:** |  |
| **Telephone No.**  [incl. STD Code]: |  |
| **Email:** |  |
| **Position or Relationship** |  |

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| **Please give details of previous experience of looking after or working with children, young people and vulnerable adults *[as relevant to this role].*** |
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| **Please give details of any relevant qualification(s) or appropriate training for this work.** |
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| **Have you successfully completed any of the following training programmes?** | |
| **Encircled in Care** | Yes/No |
| *If yes – when?* |  |
| **Core Skills Training Programme** | Yes/No |
| *If yes – when?* |  |
| **Spectrum** | Yes/No |
| *If yes – when?* |  |
| **Creating Safer Space – Foundation Module** | Yes/No |
| *If yes – when?* |  |
| **Other Modules or top-up training** | Yes/No |
| *If yes – what & when?* |  |
| **Are you prepared to undertake appropriate training?** | Yes/No |
| **Are you prepared to undertake further training as agreed or as the Methodist Church requires?** | Yes/No |
| **Note:** If you decline to undertake initial training or further training the Church Council will be entitled to withdraw your authority to work with children, young people or vulnerable adults. | |

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| **Please refer to Methodist Standing Orders 660 and 010** |

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| **THIS FORM MUST BE RETAINED IN A SECURE, CONFIDENTIAL MANNER BY THE CHURCH COUNCIL SECRETARY OR THE MINISTER WITH PASTORAL CHARGE, OR MINISTER WITH SPECIFIC DELEGATED PASTORAL RESPONSIBILITY.**  NB All information will be held in accordance with current Data Protection Legislation and Confidentiality Regulations  Form A – Part 2 Volunteer Agreement and the Confidential Declaration must also be completed |

|  |  |
| --- | --- |
| **Signature:** | **Date:** |

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**VOLUNTEER PRIVACY NOTICE**

**(for those working with young people and vulnerable adults)**

1. **Why have I been given a Privacy Notice?**

You have been given this privacy notice because you have volunteered to undertake activities with children, young people and vulnerable adults. The Methodist Church is committed to the protection of your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This notice will inform you of your rights and provide information about how we hold and use your personal data.

1. **What is personal data?**

This is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include personal data such as names, addresses and dates of birth.

**How do we process your data?**

In compliance with the GDPR, the Methodist Church makes the following commitments about the processing of your data:

* Information will not be processed beyond what is necessary for activities for which you have volunteered and in compliance with the policies and procedures of the Methodist Church.
* Your data will be kept up-to-date and records amended to address factual inaccuracies as soon as possible.
* We will store information securely, with the use of sufficient measures to protect your data from unauthorised access, loss or misuse.
* We will destroy data that is no longer required in a safe and appropriate manner.

We will use your personal data for the following purposes: -

***(Amend & add additional processing activities specific to the role undertaken.)***

* To maintain a record of contact details of those who undertake voluntary activities on behalf of the Methodist Church, to facilitate your engagement with those activities
* To obtain and record your personal details to facilitate a DBS application, if it is required for your role.
* To retain records of any voluntary or compulsory training that you undertake.
* To maintain contact details so that we can inform you of information and updates that may be relevant to your role or other church activities in which you may wish to participate.

**What is the lawful basis for processing your personal data?**

* Processing is being carried out with your explicit consent so that you are able to undertake the voluntary role specified in this form.
* Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement (DBS Applications)
* Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  + the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  + there is no disclosure to a third party without consent.

1. **Sharing your personal data**

Your data will be held securely and only shared for the purposes above within the Methodist Church. This will include records held by **[church/circuit/district]** being shared with the Connexional Team in order to validate compliance with Safer Recruitment and Safeguarding policies and procedures. You will be informed if any further sharing of information is deemed necessary and your consent for this will be obtained, where appropriate. Please complete the form below to indicate your consent in relation to the use and sharing of your personal data.

1. **How long do we keep your personal data?**

Records will be held for the period applicable to your role, as laid down by the policies and procedure of the Methodist Church. Please note, that where there is a safeguarding concern, the retention period will be 75 years.

1. **Your rights and your personal data**

You have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which is held about you by the Methodist Church
* The right to request that the Methodist Church corrects any personal data if it is found to be inaccurate or out of date
* The right to request your personal data is erased where it is no longer necessary for the Methodist Church to retain such data
* The right to withdraw your consent to the processing at any time
* The right to request that the data controller provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
* The right to object to the processing of personal data
* The right to lodge a complaint with the Information Commissioners Office.

1. **Relevant Contacts**

The data controllers are the Methodist Church of Great Britain for all matters relating to safeguarding. If you wish to make a subject access request relating to safeguarding data held about you by the Methodist Church, it should be sent to the address below:

The Governance Adviser

Conference Office

Methodist Church House

25 Marylebone Road

London NW1 5JR

conferenceoffice@methodistchurch.org.uk

If you have any queries about data processing for volunteers who work with children and vulnerable adults, please contact a local minister or safeguarding officer.



**DATA PROCESSING CONSENT FORM**

**For Volunteers Working with Children, Young People and Vulnerable Adults**

Under the General Data Protection Regulation (‘GDPR’), the Methodist Church must obtain your explicit consent to use your personal data when you volunteer with children, young people and vulnerable adults. Personal Data includes, but is not limited to your name, address, telephone number and email address.

**Please tick all relevant boxes to indicate your consent.**

You may consent to all, some or none of the options listed. If you choose to decline consent for a DBS check where there is a legal requirement relating to a role with children, young people or vulnerable adults, you will be unable to continue/take up that role. You may wish to undertake alternative activities, which do not carry this requirement.

I give my consent for **[insert name of church/circuit/district]** to use my data for the following purposes:

(Add or amend specific details of processing activities relating to the role envisaged)

**🞎**  To retain **my name/phone number/email/address** (delete as appropriate)in a list of those who volunteer as \*\*\*\*\* *(state role),* held by **[insert name of church/circuit/district/]** so that I can be contacted about my participation

**🞎**  To permit **my name/phone number/email/address** (delete as appropriate) to be retained by **[insert name of church, circuit or district]** in relation to the arrangement and completion of any training I might undertake

**🞎** To share details of my attendance at training sessions relating to my role, with the Connexional and District Safeguarding Officers who are required to audit compliance with relevant requirements

**🞎**  To permit processing of personal data for completion of a DBS application where required

**🞎**  To contact me in relation to other church activities which may be of interest to me

I consent to **[insert name of Church/Circuit/District]** contacting me for the above purposes by:

**🞎** Post **🞎** email **🞎** phone **🞎** SMS **🞎** social media including Facebook, Twitter

Please complete your details below:

Name:

Address:

Email Address:

Phone Number:

You can change your consent preferences or withdraw your consent at any time by contacting **[insert Name, Address and Email Address of relevant officer]**.