**Safer Recruitment Policy &** **Procedure**

**Safeguarding**

Explorers Camp is committed to the safeguarding and protection of all children and young people and the care and nurture of them within our camp community. We will carefully select, train and support all leaders, in line with Safer Recruitment principles.

This means that we will:

Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.

Take all reasonable steps to prevent those who might harm children and young people from becoming leaders.

Adhere to safer recruitment legislation, guidance and standards, responding positively to changing understandings of good safer recruitment practice.

Seek advice from the Methodist Church’s District Safeguarding Officers to achieve best possible practice.

Introduce systems for monitoring adherence to the safer recruitment practice guidance and review them regularly.

Once a leader has been appointed, they will be provided with support, training in the role if needed and in safeguarding, clear boundaries, oversight and information.

Applicants must hold a **criminal record (DBS) check dated in the last 5 years which must be an enhanced check, for a voluntary role, with children and young people, for a Christian organisation**. Applicants must show the safeguarding officer the paper criminal record check and provided identity check documents as for a criminal record check. If the certificate is not clear, the Connexional safeguarding team will be notified and they will contact the safeguarding representative and determine approval for the role.

**Stepwise Procedure**All those wishing to apply to become an Explorers Camp leader must:

* Read the role description for a leader, particularly the essential requirements (as this helps with clarity and expectations)
* Fill out and submit the application form before the stated deadline
* Provide details of two referees and inform these referees to expect us to contact and the sort of information we are looking for:

**Formal Referee**: should be someone in a leadership role of a church setting who can state regular attendance, previous voluntary roles, and will be aware of any potential concerns.

**Personal Referee**: should be someone that knows your faith, skills and personality. This could be someone within a house group or CU with you or a mentor/mentee.

Both referees will be asked, in their opinion, your suitability for the role of leader on camp. If you think that your situation means that these referees will not represent reality (e.g. your church leader has recently changed and therefore hasn’t had time to get to know you yet) then make contact and we can discuss who would be the best referees for you.

* Complete the Confidential self-declaration form - used for recruitment and safeguarding purposes only
* Read Safeguarding policy

Once the application form has been submitted with details of two referees then:

1. Both formal and personal referees will be contacted and requested to fill out the reference by the end of April;
2. The references are collated and viewed by a representative of logistics and the safeguarding officer;
3. Any concern is referred to exec for decision - In the case of a concern, a conversation with the applicant may be requested to discuss concerns;
4. Confirmation Email sent to applicant.

**Leader Code of Conduct**

*“As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.” Ephesians 4:1-3*

**Roles and responsibilities of Explorers Camp Leaders**The aim of Explorers Camp is to be a complete holiday in a Christian atmosphere. So, as leaders we have three core tasks:

* To give the campers a complete holiday through the activities, trips, fun and friendships
* To create the Christian atmosphere through our attitudes, words, actions and prayers
* To model Christian living through our service and teamwork

Camp leaders are therefore expected to:

* Have an active Christian faith including regular Church attendance and growth in their walk with God.
* Be a representative of Christ on camp and away from camp
* Build positive relationships with campers and one another
* Be understanding and encouraging with other leaders acknowledging that we are all equal volunteers.
* Share our faith through conversation and by example
* Carry out activities and duties, working with team leaders and the Leaders in Charge, to ensure that everything runs smoothly
* Be engaged with camp planning and join in with the fellowship of leaders.
* Participate in camp activities, meals, games and trips and encourage campers to do so
* Support, pray, guide and stand in for each other as needed
* Explorers Camp is committed to safeguarding and expects everyone to ensure the Safeguarding Policy, Bullying Policy and all Health and Safety Policies are followed. In particular, Explorers Camp expects that if anyone in the leader role sees or hear anything that might be a safeguarding risk, they should report it immediately to the safeguarding representative.
* Ensure our manner and dress is appropriate for working with young people
* Not misuse alcohol or drugs

**Guidelines**The following guidelines are not an exhaustive list but may help you carry out your role.

* To ensure mealtimes run smoothly we try to ensure every table has at least one leader, so look out for tables without leaders when you sit down at mealtimes. This is a great opportunity to build relationships with campers.
* Familiarise yourself with the camp policies and what that means for your own service and requirements on campers (e.g. when out on trips)
* If campers don’t cooperate with duties or go to sleep when asked, encourage them firmly, using positive reinforcement, and seek help if needed. Do avoid shouting in anger or threatening them.
* As leaders we also sometimes disagree, and we need to bear with one another. Please treat other leaders with respect and grace at all times. When it comes to issues relating to the difficulties that Christians can face, we encourage all leaders to let the Bible speak for itself first, emphasise the range of views second and then, if prompted further, give their own view.
* Ensure your clothing is appropriate when working with young people – e.g. avoid low cut tops, very short/tight shorts or bare midriffs. In the case of males please keep your top on even if it is very hot.
* Please attend the Daybreak session each morning as far as your camp responsibilities allow. Be aware of those who are unable (e.g. the kitchen staff) and make time to share with them at other times during the week.
* If you are not a tent leader please try to attend the Leaders’ small group time.

**Help and support for leaders**New leaders will have a mentor who can assist and advise. There is also a pastoral team who can support, pray for and guide.

**Actions to be taken by the Leaders in Charge where a leader contravenes the code of conduct**The following steps should be taken:

1. 2 members of the pastoral team will meet with the leader to explore their understanding of the conduct issue and any wellbeing issues that may have contributed to the leader’s poor conduct. They will put in place any support that is needed and is feasible for Camp to provide. For example, this might include a mentor, additional rest or a change of role/duties.
2. If this is not the case, then the Leader in Charge will explore with the leader whether they are fully aware of their poor conduct and are willing to address it. Support to address it should be explored, including mentoring.
3. If the leader is unwilling to recognise or to address their poor conduct, or it is not feasible for Camp to provide the support required to do so, then the leader will be asked to leave Camp.
4. The final decision rests with the Leader(s) in Charge. **N.B. Where there is a safeguarding issue the Safeguarding Policy must be followed.**

**Personal Reference Request**

[www.explorerscamp.org.uk](http://www.explorerscamp.org.uk)

Dear

…………………………………….. has applied to join the Explorers Camp 2023 leadership team and has given your name as a referee for them. Would you please complete the reference form as fully and honestly as possible to indicate whether you think the applicant is suited to this role. *Because they have used you as a referee for the same role in the past 2 years, we are asking you to fill in a shorter update form. Please carefully consider if there have been any significant changes to the applicant in the last 12 months. If you would prefer to fill in a full form, please let us know.*

Explorers Camp seeks to bring young people closer to our living God through the teaching, fellowship and activities it provides in the week-long camp. All the activities are led by gifted adults who have been appointed by Explorers Camp, and we expect all leaders (18+) to be **active Christians** in their local Churches/fellowships, and to play a full part in the camp leadership team. Whilst we rejoice in many of our campers seeking to become leaders as they reach the age of 18, we recognise that not all are suitable for a leader role at this time, and as Explorers Camp is designed to serve the needs of young people aged 11-17 we seek your honest assessment of this factor as you complete the form.

If appointed the applicant would:

* get to know, work closely with, and share pastoral responsibility for a small group of young people;
* be involved in presenting the Christian Gospel in various ways such as stories, drama and games;
* actively join in daily prayer and worship within the leadership team, and encourage and lead the young people in these disciplines;
* take part in the wider camp programme of activities, arts and crafts, and games, possibly taking responsibility for some of these activities.

Serving on the Explorers Camp leadership team can bring its own pressures which are often different from those normally encountered at home. Information you give regarding medical complaints, abilities, emotional stability or criminal convictions is considered highly important as it may affect the applicant’s suitability. We therefore ask that referees give absolute priority to the safety and needs of the young people we are serving. We assure you that anything you write will be treated as confidential.

Explorers Camp is committed to the safeguarding and protection of all children and young people and the care and nurture of them within our camp community. We will carefully select, train and support all leaders, in line with Safer Recruitment principles.

Please also pray for the applicant as they seek to serve God in this way.

When you have completed the form, please email it to rachel\_jinks@yahoo.co.uk by return.

Please note that an applicant cannot be accepted on to the team until the reference is received and assessed. We have asked for your contact details in case we require further information.

If you have any queries, please call Rachel Jinks on 01484 654787 or email rachel\_jinks@yahoo.co.uk

Thank you for taking the time to complete the form.

Yours in Christ,
**The Explorers Camp Team**

Name of Applicant: …………………………………………………….…….

**Name of Referee: ……………………………………………………….….… Tel: ……………………………………**

**Your Role (Church Minister or Leader/Other): ……………………………………………………..………………………………..**

**Address: …………………………………………………………………………. E-mail: ………………………….……………………………………………....**

1. How long have you known the candidate, and in what context?

2. How would you describe their church attendance and commitment?

a. Weekly

b. Monthly

c. Sporadic

d. Other – please comment:

3. Having read the job summary (overleaf), do you consider the applicant to be suitable to work with children and young people in this context? If no, please state reasons, including any safeguarding situations or issues.

4. In your view what are the applicant’s qualities (e.g. temperament, reliability, response to pressure)?

a) Strengths:

b) Weaknesses:

5. Please comment on the applicant’s current spiritual life, including any changes over the last 12 months (e.g.

Christian commitment, Church involvement, ability to communicate the gospel, etc.)

6. Please comment on any mental health issues or emotional difficulties the applicant may have had recently.

7. Is there anything else about the applicant that you feel we should be aware of?

I am happy to commend the candidate’s spiritual and emotional suitability to work on the leadership team of

Explorers Camp.

Signed: …………………………………………………….……. Date: ………………………….……

**Full Reference Request**

[www.explorerscamp.org.uk](http://www.explorerscamp.org.uk)

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Please also pray for the applicant as they seek to serve God in this way.

When you have completed the form, please email it to rachel\_jinks@yahoo.co.uk by return.

Please note that an applicant cannot be accepted on to the team until the reference is received and assessed. We have asked for your contact details in case we require further information.

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Thank you for taking the time to complete the form.

Yours in Christ,

**The Explorers Camp Team**Name of Applicant: …………………………………………………….…….

**Name of Referee: ……………………………………………………….….… Tel: ……………………………………**

**Your Role (Church Minister or Leader/Other): ……….…………………………………………………………………………..**

**Address: …………………………………………………………………………. E-mail: ……………………….….........................................................**

1. How long have you known the candidate, and in what context?
2. How would you describe their church attendance and commitment?
	1. Weekly
	2. Monthly
	3. Sporadic
	4. Other – please comment:
3. Having read the job summary (overleaf), do you consider the applicant to be suitable to work with children and young people in this context? If no, please state reasons, including any safeguarding situations or issues.

1. Please give brief details of any similar work in which the applicant has been engaged in recent years, and your impressions.
2. How does the applicant respond to working: *(please tick the appropriate box and write further comments if required)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Poor | Adequate | Fair | Good | Excellent |
| a) under a team leader? |  |  |  |  |  |
| b) in a team? |  |  |  |  |  |

1. In your view what are the applicant’s qualities (e.g. temperament, reliability, response to pressure)?

a) Strengths:

b) Weaknesses:

1. In what situations have you seen the applicant exercise initiative or leadership?
2. Please comment on the applicant’s current spiritual life (e.g. Christian commitment, Church involvement, ability to communicate the gospel, etc.)
3. Please comment on any mental health issues or emotional difficulties the applicant may have had recently.
4. Is there anything else about the applicant that you feel we should be aware of?

I am happy to commend the candidate’s spiritual and emotional suitability to work on the leadership team of Explorers Camp.

Signed: …………………………………………………….……. Date: ………………………… …..……