



Under Home Office Guidelines this form should be completed for all workers with children and young people. If the role changes substantially a new contract should be completed.

Name of Worker: _____

Address: _____

_____ **Telephone:** _____

Email address: _____

Name of Group

[Please tick the relevant box(es)]

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Children's Activities (Calvary Kids, Surf, Holiday Club, etc) |
| <input type="checkbox"/> | Youth Activities (YOUTH, Jailbreakers, 14+, Community, etc) |
| <input type="checkbox"/> | Family Activities (Jolly Tots, etc) |
| <input type="checkbox"/> | CAP Debt Help |
| <input type="checkbox"/> | CAP Job Club |
| <input type="checkbox"/> | CAP Release Groups |
| <input type="checkbox"/> | Food Bank |
| <input type="checkbox"/> | Pastoral Care |

Person to whom you are responsible

[Please tick the relevant box(es)]

- | | | |
|--------------------------|--|-------------------|
| <input type="checkbox"/> | Children's Activities | Karen/Bren Whaite |
| <input type="checkbox"/> | Youth Activities | Lee James Warren |
| <input type="checkbox"/> | Family Activities (Jolly Tots, etc) | Wendy Hodgson |
| <input type="checkbox"/> | CAP Debt Help | Jill Jackson |
| <input type="checkbox"/> | CAP Job Club | Paul Jackson |
| <input type="checkbox"/> | CAP Release Groups | Barbara Coates |
| <input type="checkbox"/> | Food Bank | Paul Jackson |
| <input type="checkbox"/> | Pastoral Care | Linda McDermott |

A wide range of work/tasks is undertaken:

Some work is focussed on children and young people, other work is focussed on adults. All the above roles are likely to involve interaction with both under 18s and vulnerable adults.

[Please tick the relevant box(es)]

- | | |
|--------------------------|---|
| <input type="checkbox"/> | teaching and caring for children attending Calvary Kids |
| <input type="checkbox"/> | leading and helping with activities for young people and liaising with parents/carers |
| <input type="checkbox"/> | looking after babies & toddlers and liaising with parents/carers at Jolly Tots |
| <input type="checkbox"/> | befriending and supporting CAP clients, individuals and families |
| <input type="checkbox"/> | supporting individuals and families with foodbank |
| <input type="checkbox"/> | offering pastoral care and support to families or individuals |

To be completed by the worker with children / young people / vulnerable adults

I have understood the nature of the work I am to do with children, young people or vulnerable adults
I have read the Safeguarding Policy produced by CCF for the protection of children, young people and vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or suspected.

In signing this I am committing myself to this position for a minimum period of twelve months.

Signed _____ **Date** _____

Signed by a Pastor on behalf of Calvary Christian Fellowship

Signed _____ **Date** _____