

## **Recruitment of volunteers (*Aanamebeleid*)**

### **To whom this applies (*Toepassing*)**

This applies to all leaders of: Life Groups, Alpha Course, Youth and Children's Work, Pastoral Care Team and Prayer Team members, and all members of the Leadership Team. It also applies to all workers within these teams.

### **Application Process (*Aanvraagprocedure*)**

All applicants are to apply in writing to the Operations Assistant: [admin@redeemerdelft.nl](mailto:admin@redeemerdelft.nl). They will forward it to the relevant team leader.

### **Interview (*Interview*)**

All applicants will first have an interview with the team leader. They will be asked, in a friendly environment, their motivations for helping, prior experience and skills, expectations, availability and of course any concerns or questions. Similarly, any leader who approaches someone to consider volunteering must also explore these areas.

### **References (*Referenties*)**

The applicant will be asked to supply two suitable references covering the 2 years previous to the application: one from an employer (if applicable) and one from a person of standing (but not a family member), e.g., a teacher or tutor, church or community leader. Furthermore, the applicant will need the approval of their Life Group Leader or one of the Elders.

### **Certificate of Conduct Policy (*VOG beleid*)**

The applicant must also provide a Verklaring Omtrent Het Gedrag (VOG) from the Dutch Justis, containing no objections to the type of work being applied for. The screening profile for this VOG must include (but need not be limited to) the category: 'Persons'. This VOG must be applied for through Redeemer Delft. One of the Interne Vertrouwenspersonen (IVPs), in this case Josha Moerman ([josha@redeemerdelft.nl](mailto:josha@redeemerdelft.nl)) will oversee this process, and process all applications. The IVP performing this task will also keep the VOG record updated, in accordance with the Privacy and Data Protection Policy.

If there are no objections on the part of Redeemer Delft, and acceptable VOG and references are received, the volunteer will undergo a supervised probation period of 3 months in which all parties will evaluate the candidate's progress. Working with people is a

privilege and not a right, and all workers are expected to be an accountable, positive role model for those under their supervision.

When a volunteer changes ministry the application process must be repeated accordingly.

**Code Of Conduct And Behaviour (*Gedragcode*)**

Once the application has been accepted, the applicant must read and sign the Safe Environment Policy and the Code of Conduct and Behaviour. Every 12 months each worker will have a review of their ministry, including the Code of Conduct, to ensure that all continue to work safely.

## Safe Environment Policy Agreement: Staff and Volunteers working with children, youth and vulnerable adults

Name (BLOCK CAPITALS) .....

1. I understand the nature of the work I am to do with: *(name of group.....)*

2. I understand that I will be directly accountable to:

*Name of team leader: (.....)*

and that he/she will be responsible for directing me and supporting me in my work.

3. I have read and understand the Church's Safe Environment Policy. I understand that it is my duty to contribute to the protection of everyone with whom I come into contact. I declare that I have never engaged in any form of child abuse including child pornography. I don't feel sexually attracted to children. I undertake to take the appropriate action if abuse is suspected, discovered or disclosed.

4. I understand that this document will be continually updated and I commit to comply wholeheartedly with it at all times. I commit to periodically undertake training as offered or recommended by the church.

**Signature.....Date.....Place.....**

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### TEAM LEADER:

**Name.....Signature.....**

**Date.....Place.....**