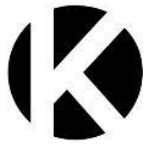


# KING'S TABLE

## Safer Recruitment Process Checklist



Do you already serve elsewhere at King's with children/youth/vulnerable adults?

- Yes - Please fill out this single page Additional Role form.
- No - Please fill out this [Volunteer Application Form](#)
  - From this form, references will be requested for those who have been at King's for less than 2 years or have not been in Small Groups or a Serving Team before, and these must be received back before serving can begin.

Have you received a DBS Certificate for work at King's Church in the last 3 years?

- Yes - No further certificate or check is needed.
- No - A DBS Check is required:

Do you have a DBS Enhanced Certificate that is registered for the DBS Update Service?

- Yes - We can run an Update Check on this... please fill out this [Declaration & Consent Form](#).
- No - Please apply for a new [DBS Basic Certificate](#).

Everyone must read and return a signed copy of the [King's Table Safeguarding Guidance](#) before serving can begin.

Everyone must complete and return a [Substance Questionnaire](#) before serving can begin.

### IMPORTANT NOTES:

- 18 years old is the minimum age for serving at King's Table.
- Only members of King's Church High Wycombe will be serving in client-facing roles. *(Membership means they have attended Solid Rock or ECM and have had a follow-up chat with a church leader, covering requirements, e.g. been baptised by immersion in most cases, and both have agreed that it is the right step to take.)*
- There will be some "one-off" volunteers who do not go through this process, but they will be accompanied, supervised and monitored by existing team members at all times.
- If the Safeguarding Guidance is not adhered to then one may not be able to continue serving.