



Dr Sandra Williams

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Date

Dear

Thank you for showing an interest in working with children and young people at WRBC. Please find enclosed details of the position(s) you have volunteered for (Information for Volunteers) and an application form.

The procedure for appointment of our volunteers is as follows:

- Please complete & return the application form, giving the names of two referees. Please note that this is a very important part of the safeguarding process and please advise your referees that they will be contacted.
- The references will be taken up.
- Once references have been received, in order to offer the appropriate protection to children and young people and to ensure that there is nothing in your past that indicates that you might pose a risk to their safety, we will ask you to complete a DBS (Disclosure & Barring Service) form. This is done on-line and once the above has been completed, we will need to meet so that I can check the documents you have submitted in the on-line process.

We would like to reassure you that only past relevant convictions (ie those posing a risk to a child or young person) will be taken into account and all information supplied will be treated in the strictest confidence.

As the above process can take a few weeks to complete, we'd be grateful if you could return your application form as soon as possible.

If you should have any concerns or queries, please do not hesitate to contact me.

Yours sincerely

Sandra Williams

Designated person for Safeguarding at WRBC

Walsworth Road Baptist Church, Walsworth Road, Hitchin, SG4 9SP  
A member of the Baptist Union of Great Britain and Churches Together in Hitchin  
Registered as a charity 1155718

