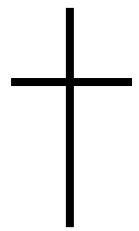




BACKPACKERS 2016

A Christian Adventure for Young People



HELPER APPLICATION FORM

YOUR DETAILS:

BP Database reference:
(office use only)

NAME		
ADDRESS		
POSTCODE		Gender: please indicate M or F
HOME PHONE		
MOBILE		
E-MAIL		
CHURCH		

Have you previously helped at Backpackers? Yes No

If you have helped before but cannot this year, would you like your details to remain on the database?
If you cannot help this year, please tick this box and return form as detailed on the final page.

Please indicate your age on 31 August 2016
(please tick appropriate box)

13		14-15		16-17		18 or over	
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If you are 13 years old, have you completed YApps training?

Yes		No	
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If you have answered no we will ask that you do the YApps training this year so please complete the YApps application form instead of this one.

YOUR AVAILABILITY

On which days can you help? (please tick appropriate boxes)

	All Day 9.00a.m. - 4.15p.m.	Morning 9.00a.m. - 1.00p.m.	Afternoon 12.30p.m. - 4.15p.m.
Tues. 26 July			
Wed. 27 July			
Thurs. 28 July			
Fri. 29 July			

To end **Backpackers 2016**, there will be a service of celebration, followed by a barbecue and activities on the afternoon of **Saturday 30 July** (starting at 4pm). This is for all Backpackers volunteers and their families, Backpacker children with their families and all church members with their families. There is no need to sign up but it would be great to see lots of volunteers, in their t-shirts, at this finishing event. There will be more details nearer the time please encourage people from your church to come along even if they didn't help with Backpackers.

JOB CHOICE

Please put '1' next to your first choice, '2' next to your second choice, '3' next to your third. You can put the same number next to more than one job if you have equal preference.

GROUPS:

- group leader (18+ only)
- assistant group leader (16+)
- group helper (13-15)

Please indicate which colour group you would prefer to work with, youngest to oldest below (put '1' next to your first choice, etc.)

- Yellow
- Red
- Green
- Blue

ZONES: there will be 8 different zones which run alongside the teaching in groups

- craft
- games
- music
- performing dance, drama, etc.
- reasoning thinking, logic, puzzles, etc.
- Any Zone

SUPPORT ROLES:

- Minipackers (crèche)
- café
- first aid
- before care (9-10am)
- site maintenance
- welcome desk
- technical to support Music Zone and Pits for AV, you will need prior knowledge and experience

FIRST AID:
You must hold a current First Aid Certificate or be a health care professional for this role, please remember to give certificate details below.

FIRST AID:
If a health care professional, what is the title of your role?

OUT OF HOURS ROLES:

- guard duty
- site set up
- site clearance

THE PITS:

As well as your main job, would you also like to play in "The Pits" (the Backpackers band)?

- YES
- NO

If yes, which instrument(s) do you play?

INTENTSE runs after Backpackers for teenage helpers to have fun and teaching of their own. You must be over 18 for these roles, please tick days on which you are available:

Intentse Leader	Tu		W		Th		Fri		Intentse Helper	Tu		W		Th		F	
-----------------	----	--	---	--	----	--	-----	--	-----------------	----	--	---	--	----	--	---	--

FIRST AID CERTIFICATE:

It is useful to know if you hold a First Aid Certificate even if you are not volunteering for First Aid.

- Do you hold a current First Aid Certificate? YES (please give details below) NO
- Type of certificate year issued

YOUR OWN CHILDREN:

If your **own** children are planning to attend as Backpackers, (i.e. they are in school years R-6 in the academic year 2015-16), please give their names, birth dates and ages below:

NB: Please remember you must also fill in an application form for each child when schools issue them (or download one from BP website). To be sure of an automatic place for your children you will need to be helping for the equivalent of 2 full days.

<i>child's name</i>	<i>date of birth</i>	<i>age on 31/8/16</i>	<i>Before Care needed?</i>

MINIPACKERS run a full programme of activities following the same theme as Backpackers.

If you have children **of your own** who are under school age that will need to be looked after in Minipackers (crèche) because you are unable to make other child care arrangements, please give their names, birth dates and ages below:

<i>child's name</i>	<i>date of birth</i>	<i>age on 31/8/16</i>

BACKPACKERS SHIRTS

For security reasons, all helpers **MUST** wear a **Backpackers shirt**. If you need to buy anything, please fill in the **numbers** you require:

	small	medium	large	X-large	XX-large
T-shirts @ £7 each					
Polo shirts @ £12 each					
Hoodies (zipped) @ £18 each					(Cost - £18.75)
Red Intentse Leaders t-shirt @ £7 each					
Site Maintenance-Grey Polo Shirt					

We can probably lend, at no cost, polo shirts to Site Maintenance volunteers but please indicate size above if you require one so that we can ensure we have sufficient.

We must ask for payment before you receive your item(s); if completing a paper form and posting or delivering to the address at the end, please include a cheque, payable to 'Backpackers' for the total. Otherwise please bring a cheque or cash to the first meeting you attend for this year's Backpackers.

'JUST IN CASE'

It almost certainly won't be necessary but please give details of someone who can be contacted in case of an emergency:

NAME	
Relationship	
ADDRESS	
POSTCODE	
TELEPHONE	

Is there any disability or condition that it might be sensible for us to know about?

Please give details of any on-going medical treatment, including medication; you are having at the moment which you think would help us and any medical authorities in the unlikely event of an emergency.

If you are only applying for an 'Out of Hours Role' please go to **END**. If you are under 18 or only applying to work in the café please go to 'REFERENCES' on page 5.

CHILD PROTECTION and CRB / DBS checks

Thank you very much for offering to help with Backpackers this year. The safety and welfare of the children who attend Backpackers is paramount and therefore Churches Together for Chesham have requested that all volunteers for Backpackers who work directly with the children undergo a CRB/DBS clearance. This means everyone except those whose only role is in the café. We can accept clearances applied for through any CTfC church. We can also accept those applied for through some other organisations provided the clearance is less than two years old but we will need to see your certificate and record some information from it, please see number 5 below.

Do you have an enhanced CRB or DBS for children clearance obtained in 2011 or after from a local church or after August 2014 from another organisation?

Through which church or organisation was this applied for?

If you have a currently valid clearance then go to '**REFERENCES**' on page 5

Otherwise you will need to follow the procedure on the next page **as soon as possible**. You will not be able to help if the procedure is not carried out.

The local churches on behalf of CTfC will administer the procedure. They have all agreed to comply fully with the Code of Practice regarding the handling, use, storage, retention and disposal of Disclosures and Disclosure information.

CRIMINAL RECORDS CHECK PROCEDURE FOR ALL HELPERS AGED 18 & OVER

1. Contact the Safeguarding Officer at your local church as soon as possible to start the procedure to obtain a DBS clearance.
2. Complete the form and submit it to that Safeguarding Officer along with the requisite documents.
3. It can take some weeks for clearance to be received, so as soon as your application is submitted to that Safeguarding Officer; complete all of the Backpackers Helper Application form including the following two questions and send it in.

When did you apply for a DBS check?

Which church did you apply through?

4. When you receive your Disclosure please notify the Backpackers organisers (you can e-mail staff@backpackers-online.org.uk) with the issue date and serial number of the Disclosure and confirming it is 'clear'.
5. We do need to ask you to bring this Disclosure to one of the main Backpackers meetings; either the Teaching Training or the Full Team Meeting along with evidence of your identity which includes your name and address, for the BP Safeguarding Officer to check.

REFERENCES:

If you have helped at Backpackers before please go to the next page.

References for first time volunteers:

If you have given the name of a church on your helper application form, we will automatically be asking the minister of that church to indicate whether or not s/he believes you to be suitable for your allocated job. If you are aged 14-16 and have not completed YApps training but have attended Backpackers, we will ask your Group Leader if they think you are suitable to help.

If you are over 16, please give the names and details of two people who would be willing to provide a character reference for you, if necessary. These people should know you well and have known you for at least two years. They should not be related to you. At least one should know you in a Christian context. Additional references will only be taken up where a church minister and/or Backpackers organizers feel they don't have enough information or know you sufficiently well to comment.

	Referee 1	Referee 2
NAME		
How does this person know you?		
ADDRESS		
POSTCODE		
TELEPHONE		

CHILD PROTECTION & SAFEGUARDING

This page is **for the parents and guardians** of those offering to help who **are under 18**. If you are over 18 please go to the next page.

We are grateful for this offer of help. The safety and welfare of the children who attend Backpackers is paramount and therefore Churches Together for Chesham have requested that all adult helpers working directly with children undergo a Criminal Records Bureau (DBS) check.

As the parent/guardian of a younger helper, we hope this reassures you about your child's safety. We do need to ask you to complete a Children's Act Declaration on behalf of your child

THE BACKPACKERS CHILDREN ACT DECLARATION (for Young helpers)

The following is strictly confidential and, except under compulsion of law, will be seen only by Backpackers Co-ordinators and, when appropriate, the Child Protection Officer of Backpackers. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer "Yes" to any question, please give details, on a separate sheet if necessary.

Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975) and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act.

1. Has your child ever been charged with or convicted of a criminal offence (including any "spent convictions"); or are they at present the subject of criminal investigations? (NB The disclosure of an offence may not prohibit their appointment.)

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

If YES, please give details including the nature of the offence(s) and dates

2. To your knowledge has your child ever had any allegation made against him/her which has been reported to, and investigated by, Social Services and/or the Police?

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

If YES, we will need to discuss this with you

3. Do you consider your child an appropriate person to work with younger children at Backpackers?

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

THE BACKPACKERS CHILDREN ACT DECLARATION (over 18s)

This following is strictly confidential and, except under compulsion of law, will be seen only by Backpackers Co-ordinators and, when appropriate, the Child Protection Officer of Backpackers. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer "Yes" to any question, please give details, on a separate sheet if necessary.

1a Have you ever been convicted of a criminal offence under the Rehabilitation of Offenders Act 1974.

All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

1b Has your name been placed on the Protection of Children Act (PoCA) list, List 99 or the Protection of Vulnerable Adults list (PoVA), barring you from work with children or vulnerable people?

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

1c Have you ever been cautioned by the Police, given a reprimand or warning or bound over to keep the peace? Are you at present under investigation?

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

1d Have you ever been found by a court exercising civil jurisdiction (including Matrimonial or family jurisdiction) to have caused significant harm to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, impairment of physical or mental health development, including impairment suffered from seeing the ill-treatment of another.

2a Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm.

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

3 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

4 Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

5 Have you, since the age of eighteen, ever been known by any name other than that given below?

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

If yes, please list

6 Have you, during the past five years, had any home address other than that given above?

PLEASE PUT A CROSS IN THE APPROPRIATE BOX **YES** **NO**

If yes, please give previous address(es) here or on a separate sheet

CHILD PROTECTION & SAFEGUARDING *(This page is for all helpers)*

For everyone's protection Backpackers operates under The Diocese of Oxford's 'Safeguarding Handbook'. The full document will be available both before and during Backpackers week. It is also available and can be downloaded from the Diocesan website: www.oxford.anglican.org

Everyone who will be at Backpackers when the children are present should be familiar with the essential elements of Safeguarding as outlined at the Full Team Meeting and other training sessions. They must also have signed below to indicate they have read, understood, accept and will adhere to these Safeguarding principles which form the Safeguarding Policy for Backpackers.

BACKPACKERS' SAFEGUARDING POLICY

Those over 18 and working directly with the children (i.e. everyone on site during the 'working' day apart from those whose only role is in the Café) must have (or applied for) a CRB or DBS Enhanced Clearance for children's work.

The fundamental principles are:

- ❖ always remember you are the role model
- ❖ never be alone with a child or young person
- ❖ if there is a need to talk with just one child or young person for whatever reason, always remain in a public and accessible space with other adults around
- ❖ never enter the toilets – if it proves necessary because someone is ill, take another adult with you and keep the doors open so you are visible at all times, send someone for a First Aider if necessary
- ❖ always dress appropriately
- ❖ Should something about a child concern you, or if a child confides in you, during the week, you need to be aware of the following pointers.

General Points:

- ❖ Show acceptance of what the child says (however unlikely the story may sound)
- ❖ Keep calm
- ❖ Look at the child directly
- ❖ Be honest
- ❖ Even when a child has broken a rule, they are not to blame for the abuse
- ❖ Be aware that the child may have been threatened or bribed not to tell
- ❖ Never push for information. If the child decided not to tell you after all, then accept that and let them know you are always ready to listen

If a child does confide something you must:

- Tell the child you will need to let someone else know - **Don't promise confidentiality**
- NOT put words in their mouth
- LISTEN to them and write down exactly what you remember and not what you thought
- TELL an Organiser immediately or as soon as possible without endangering the other children

Helpful Things to Say/Show:

- ❖ "I believe you" (or showing acceptance of what the child says)
- ❖ "Thank you for telling me"
- ❖ "It's not your fault"
- ❖ "I will help you"

Don't Say:

- ❖ Why didn't you tell anyone before?
- ❖ I can't believe it!
- ❖ Are you sure this is true?
- ❖ Why? How? When? Who? Where?
- ❖ Never make false promises.
- ❖ Never make statements such as "I am shocked, don't tell anyone else".

Concluding:

- ❖ Again reassure the child that they were right to tell you and show acceptance.
- ❖ Let the child know what you are going to do next and that you will let them know what happens.
- ❖ Contact one of the Organisers as soon as is practical.
- ❖ Complete the appropriate forms that will be available in the Command Post.
- ❖ Consider your own feelings and seek Pastoral support if needed.
- ❖ In all other aspects treat the information as confidential.

FINALLY, END!:

For volunteers who are under 18 years a parent or guardian needs to sign these consents which also indicate, agreement to your son or daughter volunteering at Backpackers.

Volunteers in school years 7 to 13 are invited to **INTENTSE** from 4.30-6.30pm each day of Backpackers (7.30pm on Friday).

All volunteers 18 and over must sign below.

If parent/guardian please give your name (printed) here and relationship to child:

Your signature below indicates agreement to the following, unless you strike them out:

Permission for attendance at Intentse: for those 18 and under. **YES:** **NO:**

Please state any dietary requirements.

Images: I agree to photographs/videos being taken that will be used for publicity in print and on the Internet.

Medical Consent: I authorise the organizers listed below, and INTENTSE leader or the First Aid Co-ordinator to give permission for any emergency treatment considered necessary by medical authorities.

Data Protection: *I understand that information supplied on this form will be held in a database for Backpackers administration purposes. ('Just in Case' information from above will be kept securely until next year's Backpackers and then deleted)*

Child Protection Policy

I have read, understood, accept and will adhere to this policy

Accuracy

I declare that the above information in Children's Act Declaration (and that on any attached sheets) is accurate and complete to the best of my knowledge.

Signed:

Date:

Are you applying for a DBS check?

YES:



NO:



Please continue with the procedure as quickly as possible because we really want you to help. As soon as your DBS application has been submitted please complete this form and send in.

Please return this form by as soon as possible, preferably by the end of April:
 e-mail to: volunteers@backpackers-online.org.uk
 or put paper copy in box provided at your church
 or send directly to: Keith Irvine
 4 Widmore Close
 Asheridge
 Chesham
 HPD 2XA

Organizers: Margaret Gingell 785981
 Hilary Wilson 775564

email to: staff@backpackers-online.org.uk