



Address:

Date: 21 May 2009

Dear

Thank you for your willingness to become involved with the youth and children's work at Meadow Way Chapel.

I am sure you know that Meadow Way Chapel follows a child protection procedure for appointing anyone working with children and youth people. This list includes **Sunday club, Bible class, 15+, Friday night Oasis, midweek youth house groups, crèche, toddler group, CUTS camp, Sonrise camp, weekend Letton Hall youth house party.**

The procedure before any involvement with children and young people is as follows:-

- You complete Meadow Way Chapel internal application forms and supply 2 references.
- I obtain these two references.
- Meet with the child protection co-ordinator (myself) for a short informal interview.
- Complete a Criminal Records Bureau (CRB) Enhanced Disclosure form.
- Attend a Meadow Way training course within six months of helping.

I can assure you that your forms will be held securely and will only be viewed by myself and the relevant main activity leader.

Therefore I would ask that you fill in the two enclosed application forms (a four page form and a one page form)

You will be advised of the next training course shortly. If you require further details you can check out the youth site at:

<http://www.mwcyouth.co.uk/childprotection/cp02.html>

Thanks once again for your willingness to become involved with the children's or youth work here at Meadow Way Chapel.

Yours truly,

George Herbert (child protection coordinator)