

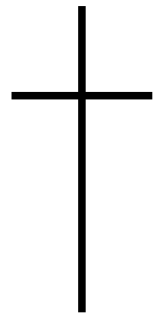


BACKPACKERS 2009

A Christian Adventure for Young People

HELPER APPLICATION FORM

Only for helpers who are over 16



Personal Information and Availability		BP Database Ref	
Name			
Address			
Postcode			
Home Phone			
Mobile/Other			
Email			
Church			
If you have previously helped at Backpackers but cannot help this year, <i>please tick here</i> <input type="checkbox"/>			
If you cannot help this year & do not wish to remain on our database, <i>please tick here (Go to END)</i> <input type="checkbox"/>			
Please indicate your age on 31 August 2009 16 or 17 <input type="checkbox"/> 18 or over <input type="checkbox"/>			
On which days can you help? IT REALLY HELPS IF YOU CAN HELP ALL DAY ON ALL FOUR DAYS. If you cannot be present all day please indicate approximate times when you are available: <i>(please tick appropriate boxes)</i>			
	All Day 9.00a.m. - 4.15p.m.	Morning 9.00a.m. - 1.00p.m.	Afternoon 12.30p.m. - 4.15p.m.
Tues. 21 July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed. 22 July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thurs. 23 July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri. 24 July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note that **ALL HELPERS** MUST sign this form on pages 3 (sign twice), 5 and 6

For further information – see our website: www.backpackers-online.org.uk

Job Choice

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

Leaders	Group leader	<input type="checkbox"/>	→	Please indicate which age group you would prefer to work with (put '1' next to your first choice, etc.). Note that ages are approximate and may vary.
	Assistant group leader	<input type="checkbox"/>	→	

Zones:	Craft zone	<input type="checkbox"/>		Yellow (5-6)	<input type="checkbox"/>	Red (6-8)	<input type="checkbox"/>	Don't Mind	<input type="checkbox"/>
	Thinking zone	<input type="checkbox"/>		Green (8-10)	<input type="checkbox"/>	Blue (10-11)	<input type="checkbox"/>	<input type="checkbox"/>	
	Games zone	<input type="checkbox"/>							
	Music zone	<input type="checkbox"/>							
	Don't Mind which activity zone	<input type="checkbox"/>							

IMPORTANT FOR ALL LEADERS

Teaching this year will be **group focussed**, so training sessions on the material will be vital for all group personnel. You will be asked to attend one of two meetings on 10 & 11 June.

Minipackers	Crèche	<input type="checkbox"/>	→	Please indicate which age group you would prefer to work with (put '1' next to your first choice, etc.)
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Support	Café zone	<input type="checkbox"/>		0-2	<input type="checkbox"/>	2-4	<input type="checkbox"/>	Don't mind	<input type="checkbox"/>
	First aid	<input type="checkbox"/>							
	Site maintenance	<input type="checkbox"/>							
	Welcome Desk	<input type="checkbox"/>							
	Guard duty/setting up/clear away/other	<input type="checkbox"/>		→	Please specify here:				

Before/After Care

We are ALWAYS short of volunteers to help with before & after care for children of helpers. Please do consider if you could help out with this vital role as it is often left to a hard-pressed few which very much limits the activities we can offer the children! *Please indicate which sessions you can do. Thank you!*

	Tues. 21	Weds. 22	Thurs. 23	Fri. 24
Morning 9.00-10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon 3.30-4.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Music

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?

First Aid

Do you hold a current **First Aid** certificate? YES NO

'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 _____ If this person is also attending Backpackers please tick here

Relationship _____

Address _____

Postcode _____

Telephone _____

Medical Information

Is there any disability or condition that it might be sensible for us to know of:

Please give details of any medical treatment, including medication, you are having at the moment:

Medical Consent

Please sign a medical consent authorisation.

(If you are 16 or 17, then a parent or guardian must enter your name and sign the consent on your behalf.)

I authorise the organisers listed below or the First Aid Co-ordinator to give permission for any emergency dental, medical or surgical treatment including anaesthetic treatment required, as considered necessary by the medical authorities present.

****As parent/guardian of, _____ I am aware of the arrangements for Backpackers 2009 and give permission for my child to take part this year. ****

Signed: _____ Date: _____

*****Please strike out if you are over 18 years of age.***

Data Protection

I understand that information supplied on this form will be held in a database for Backpackers administration purposes.

Signed: _____ Date: _____

Children of Helpers

If your **own** children (**aged 5-11 on 31/8/09**) are planning to attend as Backpackers, please give their names, birth dates and ages below and also indicate if they are likely to require before/after care supervision. Please attempt to keep the need for before/after care to a minimum by maybe arranging for someone else to bring or collect your children to/from site.

NB: You must also fill in an application form for each child when schools send them out in May. You will need to be helping for the equivalent of 2 full days to ensure an automatic place for your children.

Child's name	Date of birth	Age on 31/8/09	Before Care	After Care
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

If you have children **of your own** who will be **under 5 on 31/8/09** and who will need to be looked after in Minipackers (crèche), please give their names, birth dates and ages:

Minipackers run a full program of activities following the same theme as Backpackers.

NB: PLEASE MAKE OTHER ARRANGEMENTS FOR CHILD-MINDING IF AT ALL POSSIBLE - there is only VERY limited space in Minipackers.

Child's name	Date of birth	Age on 31/8/09

Guard Duty or Setting Up / Clearing Away?

Are you applying for **Guard Duty or Setting Up / Clearing away Only?** Yes No
(If yes, go to page 6)

Backpackers Shirts

For security reasons, you **MUST** have a **Backpackers shirt**.
*If you need to buy one, please fill in the **numbers** you require*

	S	M	L	XL	Other (state size)
T-shirts @ £5.50					
Polo shirts @ £10.50					

Please include a cheque for the total, made out to 'Backpackers'.

Child Protection & Criminal Record Bureau (CRB)

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 helpers **OVER THE AGE OF 18** undergo an enhanced Criminal Records Bureau (CRB) check.

Do you already have an 'enhanced CRB disclosure'? **Yes** **No**

Did you obtain this before 1 August 2004 **Yes** **No**

Please tell us through which organisation it was issued In which year

If you do NOT already possess an enhanced CRB disclosure OR this was obtained prior to 1st August 2004 then YOU MUST OBTAIN A NEW DISCLOSURE:

You will need to follow the procedure below **as soon as possible**. You will not be able to help if the procedure is not completed.

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

CRIMINAL RECORDS CHECK PROCEDURE FOR ALL HELPERS OVER THE AGE OF 18

1. Complete all of the Backpackers Helper Application form including the Backpackers Children Act Declaration. **Please return the form as indicated in order to advise the organisers that you wish to volunteer to help.**
 - 1) *Contact either your local church representative or one of the organisers (see end of this form) to obtain a CRB **enhanced** disclosure form and go through their established procedure to complete the necessary paperwork. Individual churches may use varying procedures but all will involve:*
 - a) *Obtaining and completing the CRB form, (do not answer any questions in sections B, E, F, X or Z). Section H will be completed during the meeting in 6 below.*
 - b) *Arranging and attending a personal meeting with your church appointed representative*
 - 2) *Please take the following to the meeting:*
 - **Original** ID documents, as specified on the form from the CRB
 - Completed CRB form
 - 3) *After the meeting your paperwork will be forwarded to the relevant parties by your church representative.*
 - 4) *You will receive a copy of the Disclosure from the CRB; you do not need to do anything with this other than file it (ready for next year!).*

Although each church may have different processes for CRB checks, they will all be broadly similar to those adopted by the Diocese of Oxford. Information on the Diocese of Oxford's CRB check can be obtained from the following web site://www.oxford.anglican.org/child-protection/ then follow links to Criminal Record Bureau Disclosures.

Backpackers will pay £10 to the local church for administering each CRB check. If you would like to make a donation towards that cost it would be much appreciated.

I am enclosing a cheque for £ made payable to Backpackers.

By signing here, I authorise Backpackers to contact my local church detailed above to request confirmation of me obtaining an enhanced CRB disclosure through them. I also authorise that church to release those details to Backpackers.

Signed:

Date:

The Backpackers Children Act Declaration

This following is strictly confidential and, except under compulsion of law, will be seen only by Backpackers Organisers 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 (including any 'spent convictions' under the Rehabilitation of Offenders Act 1974)¹.

Please tick as appropriate **YES** **NO**

1b 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 tick as appropriate **YES** **NO**

1c Have you ever been found by a court exercising civil jurisdiction (including Matrimonial or family jurisdiction) to have caused significant harm² to a child or young person under the age of eighteen years, 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 tick as appropriate **YES** **NO**

2a Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm.

Please tick as appropriate **YES** **NO**

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

Please tick as appropriate **YES** **NO**

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 tick as appropriate **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 tick as appropriate **YES** **NO**

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

Please tick as appropriate **YES** **NO**

If YES, please list here:

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

Please tick as appropriate **YES** **NO**

If YES, please list here or on a separate sheet

I declare that the above information (and that on the attached sheets¹) is accurate and complete to the best of my knowledge.

Signed:

Date:

¹All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

²Significant 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.

Have you helped at Backpackers before? **YES** (Go to END) **NO**

References

If you have NOT helped before, 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. 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.

References will only be taken up where the church minister and/or Backpackers organisers feel unable to comment on your suitability for some reason.

	Referee 1	Referee 2
Name		
How does this person know you?		
Address		
Post Code		
Telephone		

End: What Now?

Please note that **ALL HELPERS** MUST sign this form on pages 3 (sign twice), 5 and 6

Are you applying for a CRB check? **YES** **NO**

↓

Please return this form
AS SOON AS POSSIBLE
To Martin Sims
AND go through the CRB
process as quickly as
possible because we really
want you to help!

↓

Please return this form
AS SOON AS POSSIBLE
directly to:
Martin Sims
294 Chartridge Lane
Chesham, HP5 2SQ

Contacts – also see our website: www.backpackers-online.org.uk

Organisers for 2009:

Martin Sims	01494 775152	martin.sims@btinternet.com
Mathew Mathew	01494 792139	mcmathew@ntlworld.com
Sally Cooper	01494 786429	cooper_neil@sky.com

Backpackers is organised by a team of helpers from The Churches in and around Chesham as part of a Chesham Ecumenical Initiative. Registered Charity No. 013519

GOD'S PEOPLE UNITED IN SHARING THE GOOD NEWS OF JESUS