

Hillsong Under 18's Volunteer Policy



Date: 10th January 2019

Introduction

This Policy describes the rules governing the involvement of individuals under 18 years of age, as volunteers at Hillsong Church London ("Hillsong"). It applies to all teams and departments of Hillsong, and any individual under the age of 18 who is to be involved as a volunteer at Hillsong in any capacity ("**the Individual**").

This policy should be read alongside other key policies, including but not limited to the Hillsong Privacy Policy.

General Guidelines

The following rules apply to each Individual **under 18** years of age:

- Confirmation must be obtained that there is no restriction by the relevant venue on under 18's involved in the specified role;
- A full risk assessment for the Individual and the specified role must be completed;
- A named DBS cleared adult (over 18 years of age) must be nominated as the Individual's responsible person;
- No one under the age of 18 can be included in any supervision or other ratios where there are recommended and/or required numbers of adults present and/or involved;
- Under 18's, when in groups of two (2) or more must be supervised at all times by at least one (1) DBS cleared adult;
- Under 18's cannot be alone with any adult; at least two (2) adults, one to be DBS cleared, must be present at all times;
- Under 18's cannot be left alone with any child, youth or vulnerable adult;
- 16 to 17 year olds will be required to complete the Hillsong Volunteer and Confidentiality Agreement, and complete data protection training.

The following additional rules apply to each Individual **under 16** years of age:

- The specified role must be approved by the Legal Counsel and will then be turned into a Hillsong Kids / Youth activity;
- A Hillsong Parental Consent form will be created for the specific activity and must be completed by the parent/guardian;
- Under 16's cannot be alone with any adult; at least two (2) adults, one to be DBS cleared, must be present at all times;
- Where supervision or other ratios are recommended and/or required, under 16's must be included in any 'child' count.

Data Protection

All information will be held in accordance with the Hillsong Privacy Policy (hillsong.com/privacy) and the Hillsong Data Retention Schedule.

Responsibilities

Each department and/or team leader is responsible for ensuring that all requirements have been completed and the correct procedures are in place before any under 18 is permitted to be involved in volunteering in any capacity. In the case of uncertainty, guidance from the Hillsong Legal Counsel should be sought immediately.

Policy Enforcement

Knowingly or negligently breaching this policy is a serious matter. Individuals who do so may be subject to disciplinary action, and may be held personally liable for violating this policy.

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