



Maida Vale Baptist Church Policy

Working with Children, Volunteer National Police & Volunteer Driver Registration

Working with Children cards (WWC) will be required by:

- Pastors, associated pastors, Church Council members, Elders, ministry leaders of under 18's, and those involved in any programs for under 18's, including kitchen staff and helpers at these activities.

Volunteer National Police (VNP) checks will be required by:

- Pastors, associated pastors, Church Council members, Elders, and leaders of ministries for under 18's ministries.
- By those participating in activities where knowledge of a conviction may be appropriate. These may include money collection/oversight, camps or other outings outside the church.
 - We will accept a copy of a Police Clearance checks done for job applications.
 - Where a national police check is required as part of professional registration, (eg pastors, chaplains and teachers) we will accept their registration ID's and, if applicable, a copy of their registration card.
- The VNP will be required to be renewed every 3 years (similar term to the WWC).

Volunteer Drivers Registration (VDR) form

- This form will need to be completed prior to private cars being used to transport others for church activities and events.
- This form will need to be re-submitted each year.
- Information on the form will be checked with the information publicly available on the Department of Transport website.

Confidentially of information

The Administrator will keep a record of the WWC card, VNP checks and VDR forms, and will ensure that this information is kept in a secure place to protect privacy.

Updated: May 2019

Volunteer Drivers Registration

Confidential

Name (First, Surname)			
Address			
Date of Birth			
Email			
Phone			
Current Driver's License	Number		Expiry Date
Category of License	<input type="checkbox"/> Full <input type="checkbox"/> Green P <input type="checkbox"/> Red P		
Class of License/s held	<input type="checkbox"/> R <input type="checkbox"/> C <input type="checkbox"/> LR <input type="checkbox"/> MR <input type="checkbox"/> HR <input type="checkbox"/> HC <input type="checkbox"/> MC <input type="checkbox"/> Bus/Taxi		
License Restrictions	<input type="checkbox"/> None <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> N eg: C-A = only drive an automatic car		
License Conditions	<input type="checkbox"/> None <input type="checkbox"/> I <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/> X <input type="checkbox"/> N eg: S = requires corrective lenses		
Vehicle Make/Model			
Vehicle Registration	Number		Expiry Date
Without insurance, drivers are not permitted to act as a volunteer driver.			
Is your vehicle comprehensively insured?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If, Yes please name your insurance company,			
Provide details of any vehicle accidents in which you have been involved as a driver in the past five years			
Give details of any driving/traffic offences you have been convicted of in the past five years (exclude parking offences)			

Declaration about this form

You declare that:

- 1 you have read and understood everything on this form
- 2 you will tell us if your licence is suspended, cancelled or made subject to any conditions or restrictions
- 3 you will ensure that whenever you drive your vehicle for Maida Vale Baptist Church purposes
 - a. your car is safe and well maintained, and
 - b. you will drive the car in accordance with the law
- 4 you will maintain the insurance and registration on the vehicle.

Signature		Date	
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Please attach a photocopy of current driver's licence to this completed form.

Maida Vale Baptist Church reserves the right to verify the driver's licence, demerit points and vehicle registration details available on the Department of Transport website.

This form is only valid for a period of 12 months from signature, or shorter if conditions change.