

## **Joining Procedure – Adults**

1<sup>st</sup> Upper Dearne Valley Navigators (Navigators) is open to all but the doors are not simply open, there is a procedure to be followed.

We cannot take in any adult without their parent completing a DBS check. Applicants will also have a meeting with the Trustees before any application is progressed.

The DBS check is done through Kirklees Youth Alliance. Your documents are checked by one of the Trustees, and your Identification documents are photocopied or photographed.

These are sent, along with the initial application form to Kirklees Youth Alliance. Someone from Kirklees then contacts the applicant and completes the DBS form with you.

DBS checks can take between three weeks and six months to complete.

The applicant and only the applicant gets sent the result of the DBS check.

The applicant then needs to show this to the Trustee responsible at Navigators, who will check the details and note down the DBS Reference Number for Navigators records.

Past minor misdemeanours do not bar anyone from working with young people, unless they are of an abusive or sexual nature. Fraud excludes the individual from becoming a Trustee.

Adults can then start helping regularly with Navigators – but they will be asked to complete a **Safeguarding course** – usually online with the NSPCC, and paid for by Navigators.

When the opportunity arises, the adult applicant will be offered a **First Aid Course**.

Additional training can be arranged with agreement with the Trustees and where applicable to the individual.

### **Contact with Navigators can be made via**

- the website – [www.upperdearnevalleynavigators.org.uk](http://www.upperdearnevalleynavigators.org.uk)
- email – upperdearnevalley [navigators@yahoo.co.uk](mailto:navigators@yahoo.co.uk)
- Facebook by the Upper Dearne Valley Navigators page, or public group
- Or by links found in Community directories.
- Or, in person

We will respond with detailed information about joining.