

FORM 7 SAMPLE LETTER OF APPOINTMENT

Version 1



Paid / Volunteer Worker with Children / Young People / Vulnerable Adults

Name and Address

Calvary Christian Fellowship,
Ward Street,
Lostock Hall,
Preston,
Lancashire.
PR5 5HR
www.calvary.org.uk
01772 461454

Date

Dear

I am delighted that you have accepted the role of _____ as part of the _____ (group). The role is subject to a satisfactory CRB (Criminal Records Bureau) check and references. It is also subject to CCF's Safeguarding Policy and procedures for work with children, young people and vulnerable adults, which are designed to provide both adults and children/young people with a safe and supportive environment. Please make sure that you are familiar with the policy (2011 version).

Your appointment is therefore probationary for six months during which time your involvement will be reviewed by _____. This will also give you a direct means of clarifying any questions or issues you wish to raise. Your appointment will be confirmed at the completion of a satisfactory probationary period.

CCF is committed to providing a loving, nurturing and safe environment to enable protection and healthy growth of our children, young people and vulnerable adults. You will be provided with information and training for the role and on how to play your part in creating a safe environment through enacting CCF's policy and procedures.

We wish you God's direction and blessings in this chosen work.

Signed _____

Group / Activity Leader