

# Appendix 7: Mattersey Hall College

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## Introduction

Mattersey Hall College is the gateway to the ministry for many of our AoG church leaders and pastors. Among the many courses that are taught, there are a number that are vocational or ministerial in their focus and delivery often involving placements in places of worship, missions and other faith-based organisations and activities.

For this reason, the college believes it is essential that we ensure we have robust mechanisms in place to prevent those who are unsuitable for working with children, young people and adults with additional care and support needs access to these vulnerable people by virtue of the training they receive from AOG.

## Safer Recruitment of Students

Since the full or part-time residential or onsite courses at Mattersey are vocational in nature (i.e. containing elements of placement-based practice on, for example, weekends, vacations and during the March/April Mission Trips) and may well involve contact with vulnerable people, the College is committed to ensuring that its students are suitable for such placements and will ensure that systems are in place to make appropriately robust and safe recruitment decisions. Entry to Mattersey courses must be viewed as a recruitment process and equally robust processes applied as to those applying to work in our activities and churches.

Mattersey Hall also welcomes students to distance learning courses which includes a practice placement element as part of their learning. Any student going through any course leading to a college qualification will go through the following process: Mattersey Hall will liaise with the placement church in order to confirm that the appropriate checks have been done prior to the start of the course where the church is managing the placement.

## The Application Process

Prospective students will apply for courses in the normal manner. Students wishing to undertake a full or part-time on site course<sup>1</sup> will, in the first instance complete a self declaration form, prior to a personal interview at Mattersey Hall . On this self-declaration the College is eligible to ask exempted questions.

The self declaration form is part of the process of determining the candidates' honesty and integrity. The candidate will be informed of the need for the College to take up both a minister's and character reference. A DBS check will be undertaken for successful candidates and this is stated on the student Application Form.

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<sup>1</sup> This would not include a Distance Learning Course, part-time MA or DMin course

Where information is declared or provided by the DBS, the usual process for determining suitability will be applied by an internal consultation from the Mattersey Hall Recruiters and, where needed, in consultation with CCPAS (as AOG's registered body for DBS Disclosures) prior to final acceptance onto any course.

Where information is not declared and subsequently information is provided via the DBS, which would ordinarily bar an individual from working with children or adults with additional care and support needs, the offer of a place on the course may be withdrawn. This will always apply for those applying for ministry. For other students, depending on the nature of the placement the offer of a place might be withdrawn. If a person has been barred for working with adults with additional care and support needs or children, an application where candidate knowingly intends to apply for a position where a clean DBS check is necessary will be regarded as having committed a criminal offence.

All information received as part of this process will be treated as highly confidential and in line with AoG policy regarding the storage and retention of student criminal records informed as required by the DBS.

Further details relating to general measures and processes for safer recruitment, please see 'Safe and Secure' Standard 3 and the 'Help....I want to recruit safely' publication.

### Children on Campus

The College will ensure that at any open events, when children could be present on campus (e.g. Commissioning Service, Open Days, Summer Conferences etc) only suitable students are in direct contact with vulnerable people. A risk assessment will always take place taking into account the level of supervision, health and safety issues etc. For other times when a child might be brought onto campus, such as for interviews, the child (under 18) will always remain the responsibility of the parent/carer throughout the visit and should be accompanied at all times by such.