



*Congratulations on completing the Ministry of Stories induction!  
The following will guide you through to becoming a fully-fledged volunteer.*

## **Next Steps on your journey to volunteering!**

### **1. DBS Certificate Application**

Please refer to the section that most applies to you.

#### **a. I have a DBS certificate issued by another organisation**

We can accept an enhanced DBS certificate (for child workforce) issued by another organisation if it is under 2 years old and you have a hardcopy copy we can view and scan. We can also accept it if you are registered online with the DBS Update Service and can provide your DBS number for us to check on their online system.

- If you're not sure whether your certificate is registered please get in touch with us with your certificate number so we can check it
- If it is registered you can begin volunteering in workshops once we have received your references
- If it is not registered you will need to submit a new application

#### **b. I did not submit my DBS application at the Induction**

If you were unable to submit your DBS application at the induction you can drop by one of our DBS clinics.

- DBS clinics take place **Mondays 1 – 2pm** and **Saturdays 2 – 3pm**
- If these times are not convenient please get in touch to make an appointment
- Make sure you bring your completed DBS form and ID documents to verify your identity, as set out in the DBS Checklist attached to your induction invite and available on our [FAQs page](#).

#### **c. I submitted my DBS application at the induction. What happens next?**

It normally takes 4 weeks to receive your certificate. Sometimes much less!

- In the meantime be sure to register your application with the DBS Update Service using the form reference number (beginning F0) to allow you to track its progress [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)
- This means that your DBS certificate will automatically be registered to the Update Service which makes it transferable to other organisations
- Your certificate will be sent to your home address and **not** to the Ministry of Stories. You can begin volunteering in workshops once your DBS and references have been received. Please let us know when it has arrived.

## 2. References

Blank reference forms will shortly be sent to you by email. They are also available [here](#). References are required in addition to your DBS certificate as part of our safeguarding policy. Referees must be:

- a friend who has known you for five years or more, **and either:**
- a past or current employer, who has known you for twelve months **or**
- an academic referee
- You will receive an email once both your references have been received. If you will be volunteering in workshops only please refer to step 2a. If you also plan to volunteer at Hoxton Street Monster Supplies please read through steps 2a and step 2b.

### a. Volunteering in writing workshops

If you have received your DBS certificate and confirmation that we have your references then you are ready to book onto your first workshop. Please read the next section to find out how.

### b. Volunteering at Hoxton Street Monster Supplies

If you did not book onto a shop shadow shift at the induction day please call or email to arrange a time. Once you have completed a shadow shift you can begin volunteering regularly in the shop if we have received both your references.

## 3. DBS Certificate Received

Once you receive your certificate in the post.

- You have 19 days from the date of issue to register it with the DBS Update Service (if you have not done so already)
- If you haven't received a reference confirmation email this means that your references have not yet been received and you should chase them up before booking onto your first workshop

To book your first workshop please check which sessions are available via the online calendar. Call 020 7729 4159 to book onto the session of your choice. Please **do not** attempt to sign yourself up to your first workshop.

## 4. At your first workshop

Fantastic! You're ready to start mentoring.

- Firstly, check the location of the workshop via the online calendar.
- If the workshop is at the Ministry, please arrive ten minutes early with your DBS certificate and photo ID so we can get it checked and scanned in before the workshop starts.
- If the workshop is off site, please get in touch to arrange a time to come in with your certificate and photo ID prior to the workshop.

Once we have your DBS on file and you have completed your first workshop you can begin using the online calendar to book yourself onto workshops.

Thank you for supporting young writers in east London. We can't wait to have you on board! If you have any questions please get in touch on e: [volunteers@ministryofstories.org](mailto:volunteers@ministryofstories.org) or call 020 7729 4159