



## Safer Recruitment of New Volunteers

Planning	<p>Parish Priest or group leader passes information on any new potential volunteer to Safeguarding Minister who ensures that a role description for the post exists.</p>
	<p>Consult with the Diocesan safeguarding team regarding recruitment to determine level of DBS Disclosure required, if any, and other safeguarding considerations.</p>
Registration	<p>Safeguarding Minister to issue the new volunteer with DBS1 volunteer registration form for completion.</p>
	<p>Safeguarding Minister to follow up volunteer references using DBS2. References to be confirmed as acceptable for the role by the Safeguarding Minister or other parish lead. Completed DBS1 and references to be retained within parish office.</p>
Selection	<p>Safeguarding Minister to ensure that formal discussion about the role is undertaken by most appropriate person (usually group leader).</p>
Checks	<p>For DBS eligible roles the, Safeguarding Minister will ensure the volunteer completes the DBS 3c form and will verify the identity of the applicant in accordance with DBS guidelines. Safeguarding Minister to submit DBS 3C along with copies of ID documents to the Diocesan safeguarding office.</p>
	<p>DBS check managed through the Diocesan safeguarding office</p>
Appointment	<p>Parish to confirmation appointment, pending satisfactory references and DBS Disclosure.</p>

## Post-Appointment – parish actions

Record keeping

Letter of Appointment signed by parish priest and sent to volunteer  
2 x copies of Volunteer agreement (1 x to be returned to the parish and 1 for the volunteer)  
Code of conduct, details of policy and procedures and safeguarding courses to be completed given to volunteer

All paperwork to be kept in secure locked non-portable cabinet and volunteer details recorded in 'volunteer record book' or similar.

Support & Development

Support arrangements and supervision if required - Induction.

Training and development opportunities