Safer recruitment of new volunteers working with children or adults at risk

Notre Dame de France

PLANNING

- Parish Priest or group leader passes information on any new potential volunteer to Safeguarding
- Consult CSAS Procedures & Safeguarding Procedures regarding recruitment to determine level of DBS Disclosure required, if any, and other safeguarding considerations

REGISTRATION

- Safeguarding Representative sends volunteer registration and for DBS eligible roles,ID verification and SSD forms
- Potential volunteer to complete and return registration, and for DBS eligible roles, ID verification and SSD forms

SELECTION

- Safeguarding Representative to ensure that formal discussion about the role is undertaken by most appropriate person (usually group leader)

CHECKS

- References to be taken up in parisheither by Safeguarding Representative or group leader and written references followed up by telephone call or face-to-face discussion with referee
- ID verification

APPOINTMENT

- Confirmation of appointment, pending satisfactory references and DBS Disclosure

Post-appointment

RECORD KEEPING

Letter of Appointment signed by parish priest
2 x copies of Agreement (1 x to be returned to Safeguarding Representative)
Code of conduct, details of policy and procedures

All paperwork to be kept in secure locked non-portable cabinet and volunteer details recorded in Churchsuite

SUPPORT & DEVELOPMENT

Support arrangements and supervision if required

Training and development opportunities