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Safer Recruitment Checklist for Volunteers

This checklist implements the Safer Recruitment Practice Guidance for the recruitment of volunteers to roles in St Michael and All Angels Colehill (paid employees are treated separately). It applies to all new appointments made on or after 16 October 2018. It is based on Appendix 1 the Church of England “Practice Guidance: Safer Recruitment” (Version: July 2016)

Note: Training for appointers is provided by, or on behalf of, the Parish Safeguarding Representative (PSR).

- 1. Responsibility for appointment of volunteers is delegated by the PCC.** Categories to whom this checklist applies, and the person responsible for the appointment (the “appointer”) are:
 - a. Any work with children or young people: Vicar
 - b. LPAs and LWLs: Vicar
 - c. Centre Rendezvous: Vicar and Manager
 - d. Choir and Music Director: Vicar
 - e. Homegroup Leaders: Vicar
- 2. Policy for recruitment of ex-offenders:** DBS model policy endorsed by the CofE will be followed.
- 3. Safeguarding policies** are in place, approved by the PCC. They can be found in the file in the Parish Office and policy statements are on display along with a Safeguarding Flow Chart in the Church and Church Centre. Refer to these as necessary.
- 4. Role description.** The appointer must prepare a written role description. Clear and simple is better than long and detailed. The description must make it clear whether or not a criminal records check will be required, and if so at what level (the PSR can advise).
- 5. Application form and references.** The proposed appointee must submit a completed **application form** to the appointer who must take up the **references** offered on the application form.
- 6. Confidential declaration.** The proposed appointee must submit a **completed declaration** to the