



Volunteer Recruitment Process

The principal practical effect of the Benefice Safeguarding Policy is that the PCCs have resolved that no-one will be appointed to any role where contact with children or other vulnerable people may be had without them having been a regular member of the congregation or of the group involved for at least six months.

The PCCs may decline to appoint any person to any role, or may refuse to ratify any appointment.

Recruitment Process

- 1 Group leader or equivalent will carry out discussion/interview with the proposed volunteer/helper and complete Discussion Form which is a record of the discussion with the applicant.
- 2 The group leader or equivalent will then get the proposed appointment approved by the Incumbent and the Parishes Safeguarding Officer (PSO).
- 3 If successful, the PSO will send the volunteer documents to initiate DBS Process where this is required:
 - a. Policy
 - b. Online DBS Guide
 - c. Letter and DBS declaration
- 4 When the DBS is back, the PSO and group leader or equivalent will liaise and ensure that the volunteer is provided with the Volunteer Job Role, the Safeguarding Policy and Procedure and signs the Volunteer Declaration.