

## Benefice of Sutton, Wincle, Wildboarclough and Bosley www.peakparishes.org.uk

## **Record of discussion with Applicant**

For workers with children/young people and vulnerable adults. Full Name: \_\_\_\_\_ Address: Post Code: \_\_\_\_\_ Tel: \_\_\_\_\_E-mail: \_\_\_\_\_ How long have you lived at the above address? \_\_\_\_\_ (If less than 12 months, please state previous address and parish church) Name of Group: Where and when they meet: How often they meet: \_\_\_\_\_ Age Range: \_\_\_\_\_ Please give examples of previous experience that will support your application to work with children, young people or vulnerable adults in this benefice:

Date of discussion\_\_\_\_\_

## Checklist □ Record vicar aware of appointment and in agreement.

	Ensure request for DBS clearance has been made. Applicant cannot start work until clearance is received back (where applicable).	
	Ensure applicant meets guidelines as set out in policy.	
	Ensure applicant has appropriate experience for the role.	
	Brief applicant on best practice based on the Safeguarding training you have received.	
	Ensure applicant has signed volunteer declaration.	
	Ensure applicant has read and understood both policy and action for dealing with reports of abuse or safeguarding concern.	
Signature Date of discussion (of person conducting the discussion)  For coordinator:		
FOI C	oordinator.	
	DBS started	Date:
	DBS clearance received	Date: Ref:
	Appointment panel approval	Date:
□ Names and roles of Appointment panel		
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