

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

Parish priest or group leader passes information on any new potential volunteer to Safeguarding Representative who ensures that a role description for the post exists

Planning

Consult CSSA Policy and Practice Guidance regarding recruitment  
Determine level of DBS Disclosure required, if any, and other safeguarding considerations

Safeguarding Representative sends volunteer registration and for DBS eligible roles, ID verification and SSD forms

Registration

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

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

Selection

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

Checks

ID verification

Submit DBS application form, if eligible

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 and e-learning programme 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

Training and development opportunities