

Example Safer Volunteer Recruitment Policy

The PCC is responsible for the safer recruitment process and has decided that this policy will apply to:

Church officers, but recognising that churchwardens are elected by parishioners and not appointed by the PCC

Those involved with work specifically with children, young people, and vulnerable adults

This policy works alongside the St. Francis of Assisi, Isleworth Safeguarding Policy statement and the DBS Policy.

Lay people will be required to have regularly attend St. Francis of Assisi for at least six months prior to being given a voluntary position. Exceptions to this may be considered by the PCC.

The incumbent is responsible for following this process and leading volunteers through it:

1. An informal chat is recommended as a first action and an invitation to attend a taster session where this applies, as a super-numeri, to understand what volunteering could involve and ensure that the applicant is a good match for the team.
2. Applicant completes a volunteer application form which asks for two references. The form makes it clear that, where relevant, a completed DBS check will be required before the applicant begins volunteering.
3. The incumbent and one other PCC member speaks in person with/ interviews the applicant and ensures they understand what they will be asked to do and to check suitability for the role.
4. The incumbent initiates DBS check where relevant (see DBS policy for more details).
5. The incumbent takes up references
6. The incumbent shares name of applicants with Safeguarding Officers for information only.
7. DBS certificate is received.
8. References are received.
9. Applicant signs volunteer agreement which includes confidentiality information.
10. Volunteer declares any existing personal relationships with children, young people or vulnerable adults within the church e.g young people whose telephone number they have/ follow on social media. This will be recorded by the incumbent
11. Applicant completes relevant safeguarding training. Training should be renewed every three years at the highest level of training.