THE ARCHDIOCESE of BIRMINGHAM

SAFER RECRUITMENT OF NEW VOLUNTEERS – Working with Children or Adults at Risk (DBS ELIGIBLE ROLES Online applications)

Planning

Parish Priest/Group Leader passes information on any new volunteer to the Parish Safeguarding Representative (PSR)/Organisation Safeguarding Lead.

Safeguarding Representatives consults the Role List to determine the level of application/disclosure required.

Registration

The Safeguarding Representative/leads provides the *Volunteer Registration Form (DBS1)* which is getting to know about the volunteer including two referees. This is getting to know the volunteer as an organisation.

The PSR meets with the volunteer to undertake ID verification taking photocopies of original documents of identity (showing their Name and Date of Birth) and verifies the volunteer's identity on the Identity Verifier form (DBS3c). The Parish Safeguarding Representative sends Identity Verifier form (DBS3c) and Photocopies of original ID to the Safeguarding Team at Cathedral House via secure email/post for processing.

Potential volunteer to complete and return DBS 1 to PSR and complete DBS3c ID verification.

Selection

The PSR / Parish Priest / Organisation Safeguarding Lead must ensure that a formal discussion about the role is undertaken by most appropriate person (usually group leader)

Checks

The PSR approaches two referees' (using form DBS2) for a reference for the volunteer, which is taken from the Volunteer Registration Form (DBS1). A role description should be included in all reference requests. Should there be any concern regarding the authenticity/content of the reference, a follow up telephone call is required to the referee.

DBS: The *identity verification form (DBS3c) must be completed* with the PSR/Parish Priest/Representative in person, whereby the volunteer provides their 'current' ID documents, please see guidance to what DBS accept. *See checks below*.

The Safeguarding Team checks the DBS3c and ID and sends the Online DBS form to the volunteer to complete online, the volunteer has 14 days to complete this.

DBS: *Online Application* – the Safeguarding team, upon receipt of the DBS3c form registers the volunteer for the Online DBS application which is sent direct to the volunteer to complete online. (Paper applications**, in the absence of an email address only**. Please complete purple DBS application, DBS17, DBS4 & DBS3a forms that should be submitted to Safeguarding Office, St Chads Queensway, Birmingham, B4 6EX)

Upon completion of the ID check and online application, the team review this and submit to the DBS processor for DBS to complete their checks.

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Appointment	Once the DBS application has been processed, the Safeguarding Team are notified of the outcome electronically and the volunteer receives their certificate via post. The Safeguarding Team confirms that the DBS processing is complete to the Parish Safeguarding Representative via RCAOB email and asks them to issue a letter of appointment once satisfactory references are received.
SG Training	Safeguarding Training: CSSA level, one, two and three are available via their website https://training.catholicsafeguarding.org.uk. The training is self-registration by entering, name, email address, parish role and diocese volunteering in. Level one is a two-page document giving guidance, levels two and three are 90 minutes modules of study.
Record Keeping	The PSR/Parish Priest/Organisation Safeguarding lead will send a letter of appointment signed by the Parish Priest (template provided – includes link to CSSA procedures and Safeguarding Training (CSSA via online, Levels 1, 2 or 3) along with the Code of Conduct, and the Declaration on Safeguarding procedures (CASE 9) asking the volunteer to sign and return the CASE9 to the Parish Safeguarding Representative.
	The paperwork, Application form, references and copy of the appointment letter to be kept in secure locked non-portable cabinet and volunteer details recorded in 'volunteer spreadsheet or word file'.
	Retention: Upon a volunteer decides to leave their role, the PSR inform the Safeguarding Team and paperwork kept for 10 years and 1 day before destroying.
Continued Safer Recruitment	DBS Recheck is required every three years whilst remain in post in addition to refresher training via CSSA website. For those who hold a current subscription with the DBS Update Service, the volunteer must complete the DBS4 form, Safeguarding Declaration and sent to the Safeguarding Team via safeguarding@rcaob.org.uk who will complete a live, instance check and will advise PSR/Safeguarding leads of the outcome. This MUST be applied for around seven days prior to the recheck due date. For those not holding subscription to the DBS Update Service. An identity check providing current ID with the PSR is required and then the Safeguarding Team will register and send a DBS application link for completion and review. This MUST be applied for around twelve weeks prior to the recheck due date.