THE ARCHDIOCESE of BIRMINGHAM

SAFER RECRUITMENT OF NEW VOLUNTEERS – Working with Children or Adults at Risk (NON -DBS ROLES)

Planning

Parish Priest/Group Leader passes information on any new volunteer to the Safeguarding Representative

After consulting the role list and ascertaining that the role does not require a DBS application, the following process should be followed:

Registration

The Safeguarding Representative gives the volunteer a Volunteer Registration Form (DBS1) indicating the parish name and the role applied for, Safeguarding Self Declaration (SSD-DBS4) and the Archdiocese Consent Form

The volunteer completes the above forms and returns them to the Safeguarding Representative. The DBS4 should be returned in a sealed envelope. The DBS4 should be forwarded to the Safeguarding Team for processing.

Selection

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

Checks

The Safeguarding Representative obtains references (using form DBS2) from two adults as detailed on 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

Appoint -ment

Confirmation of appointment once satisfactory references are received

Record Keeping

The Safeguarding Representative will send a letter of appointment signed by the Parish Priest (template provided – includes link to CSSA procedures and Educare information) along with the Code of Conduct, and the declaration on safeguarding procedures (CASE 9) asking the applicant to sign and return the CASE9 to the Safeguarding Representative (this is retained by the parish/organisation)

All paperwork to be kept in secure locked non-portable cabinet and volunteer details recorded in 'volunteer record book' or similar.

Once a volunteer decides to leave their role, the Safeguarding Representative must inform the Safeguarding Team and paperwork kept for 10 years and 1 day before destroying