

Safer Recruitment Checklist

In the recruitment, supervision and support of volunteers working with children or vulnerable adults the following good practice points should be followed:

- The parish should follow safe recruitment practices which are set out in full in the HOB "Safeguarding Guidelines for Safer Recruitment" 2010
- Prospective volunteers should be regarded as job applicants
- They should have a defined role with a written job description provided by the parish (see 10.5)
- They should fill in a job application form (see 10.5)
- Two references should be sought (see 10.5)
- For those under 18 in education one of those references must be from their school or college. Any young person on work experience must have a reference from their school. No young person under 18 should be expected to take on a role with sole responsibility
- An Enhanced CRB Disclosure should be obtained if appropriate preceded by the filling in of the Confidential Declaration (see 10.4); the person should not take up post until the Disclosure is returned
- Their appointment should be confirmed in writing
- There should be a 3 to 6 month probationary period before confirming the appointment depending on the role
- There should be clear and consistent supervision arrangements
- There should be an annual review and supervision meetings should be not be more than 3 months apart
- Each parish should create and retain adequate records on all those working with children/vulnerable adults, taking care to store them securely