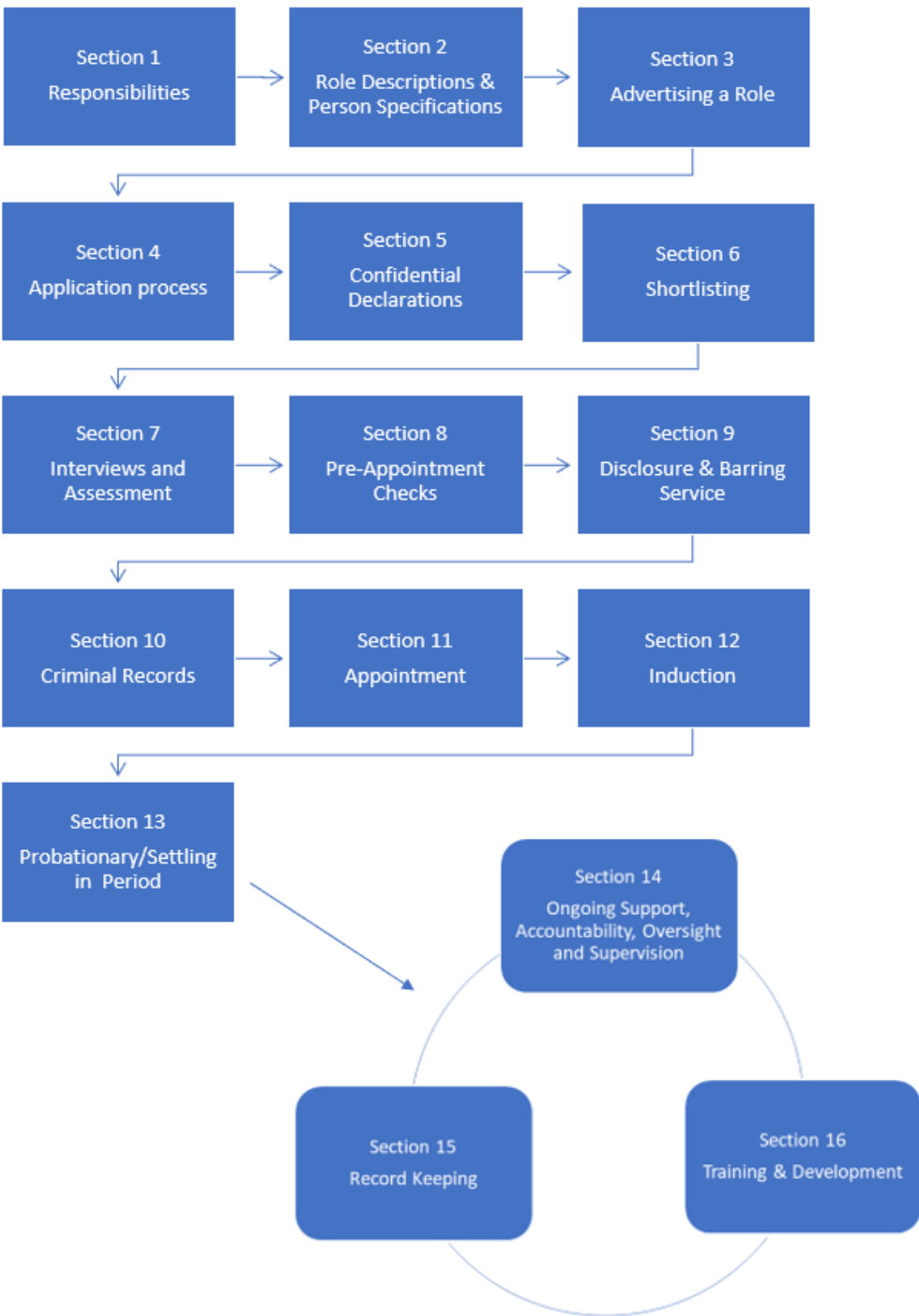
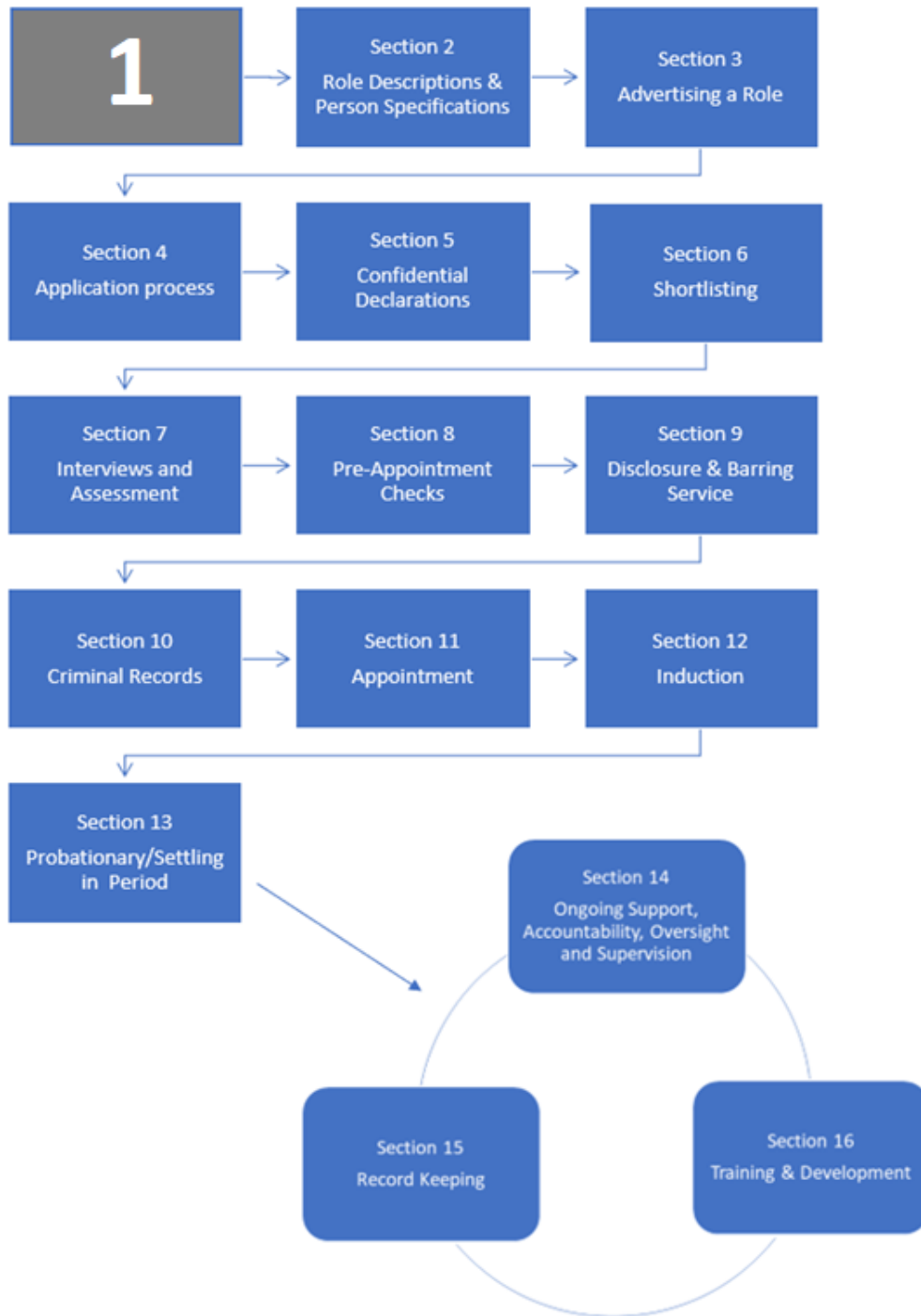


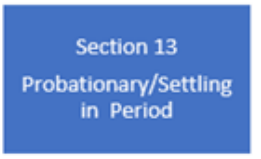
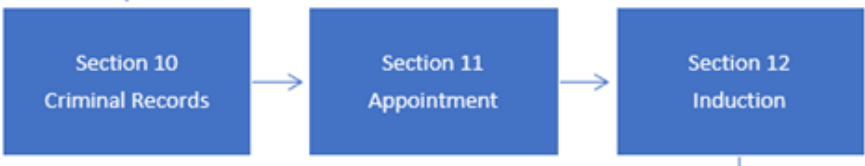
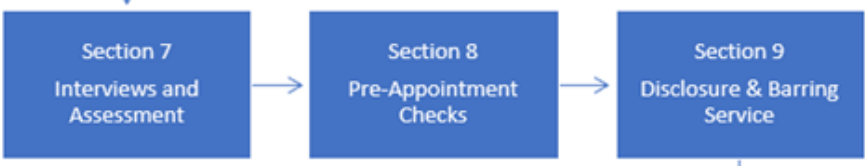


**Safer Recruitment Hub**



# Responsible People





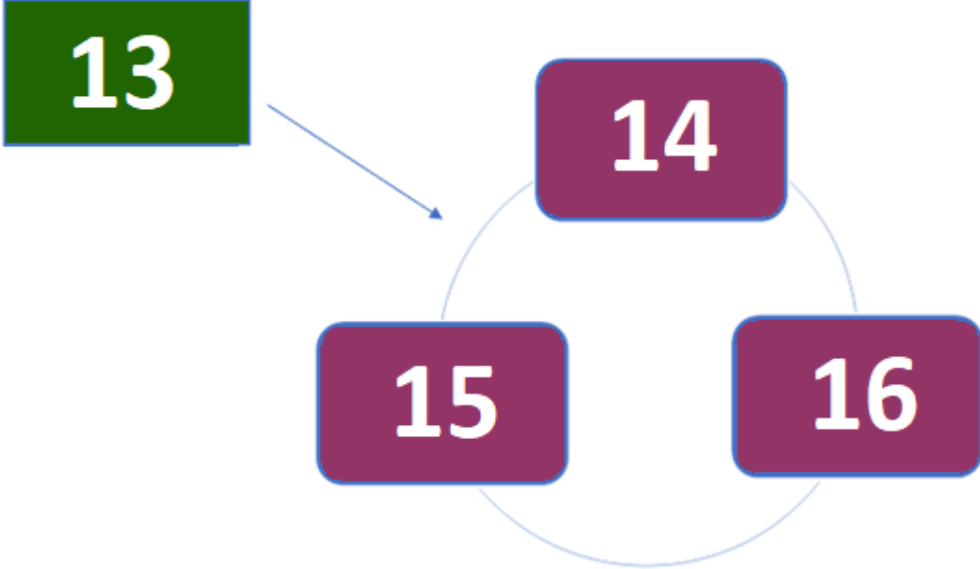
Responsible People  
Role Creator



Responsible People

Role Creator

Recruitment Tracker



Responsible People

Role Creator

Recruitment Tracker

People Manager



# Little Wallbottle

## Safer Recruitment Hub



### Home Page



#### Responsible People

Update the list of people who oversee the safer recruitment of volunteers



#### Role Creator

Add and update volunteer roles



#### Recruitment Tracker

Track and record the recruitment of volunteers



#### People Manager

Manage the ongoing support and oversight of everyone who has been safely recruited.





Responsible People





**Home Page**



**Responsible People**

Update the list of people who oversee the safer recruitment of volunteers



**Role Creator**

Add and update volunteer roles



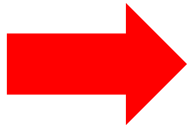
**Recruitment Tracker**

Track and record the recruitment of volunteers



**People Manager**

Manage the ongoing support and oversight of everyone who has been safely recruited.






# Little Wallbottle


## Safer Recruitment Hub



### Responsible People

Green is good – Amber for action – Red is urgent

 A to Z Colour

 Current Archived



**Adrian Armstrong**

Safeguarding training expires on 21/07/24



**Brenda Bruce**

Safeguarding training expires in 3 weeks



**Carol Clarkson**

Safeguarding training has expired



**Deborah Dukes**

Safeguarding training expires on 23/06/22



**Add someone new**

Add a new Responsible Person





# Role Creator



# Little Wallbottle

## Safer Recruitment Hub



### Home Page



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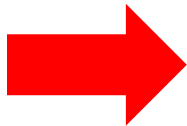
#### Recruitment Tracker

Track and record the recruitment of volunteers



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# Little Wallbottle


## Safer Recruitment Hub



### Volunteer Roles

Green is approved – Amber for action

 A to Z Colour

 Current Archived



#### Messy Church Helper

Adrian Armstrong is creating this role



#### Pastoral Visitor

Carol Clarkson approved this role on 19/07/21



#### Prayer Ministry Team Member

Brenda Bruce needs to approve this role



#### Sunday School Teacher

Carol Clarkson approved this role on 18/06/21



#### Add a new role

Add a new role to which people must be safely recruited





# Little Wallbottle

## Safer Recruitment Hub



### Volunteer Roles

Green is approved – Amber for action

A to Z Colour

Current Archived



#### Messy Church Helper

Adrian Armstrong is creating this role



#### Pastoral Visitor

Carol Clarkson approved this role on 19/07/21



#### Prayer Ministry Team Member

Brenda Bruce needs to approve this role



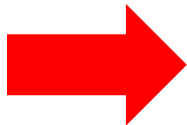
#### Sunday School Teacher

Carol Clarkson approved this role on 18/06/21



#### Add a new role

Add a new role to which people must be safely recruited





## Messy Church Helper

Change the title or customise the main purpose of this role.

### Role Title

Messy Church Helper

*This field is required*

### Main purpose of the role

You will be part of a team of volunteers that run our monthly Messy Church events. This includes setting up, helping children with various craft activities, and clearing away.

*This field is required*

### Please check

The above information has been checked

**Submit**

Cancel



## Messy Church Helper

Select the tasks that the volunteer will be doing

### What will the volunteer be doing?

- Setting up craft activities
- Setting up food and drink
- Creating space for children to talk and play with each other
- Helping children with craft activities
- Welcoming parents and carers
- Serving refreshments during the session
- Serving refreshments after the session
- Being aware of any health and safety matters that may affect the group and take appropriate action
- Help clear away at the end of the session

**Add**





## **Messy Church Helper**

Please specify the DBS and safeguarding training requirements for this role.

### **Disclosure and Baring Service (DBS) requirements**

- No DBS check is required
- Basic check
- Enhanced check
- Enhanced check with barred list(s) information

### **The volunteer will be**

- Working with children or young people (under 18)
- Working with vulnerable adults

If this volunteer will have substantial contact with children, an **enhanced check with barred list information** must be requested.

If not, the PCC policy might still require a basic check.



## Messy Church Helper

Customise, approve and download the Role Description.

**Who the volunteer will be responsible to?**

*This field is required*

**What support will the volunteer be given?**

*This field is required*

**Other information (optional)**



### **Messy Church Helper**

A proof version of the Role Description and Person Specification must be downloaded or emailed to the Responsible Person for approval.

#### **Responsible Person**

Adrian Armstrong is the designated Responsible Person for this role.

#### **Proof version for approval**

How should we deliver a proof version of the Role Description and Person Specification for approval?

- Email to Adrian Armstrong
- Email to me

**Send**

Cancel

The proof version of the Role Description and Person Specification contains a secure link that must be clicked to confirm approval.



# Recruitment Tracker



# Little Wallbottle

## Safer Recruitment Hub



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# Little Wallbottle

## Safer Recruitment Hub



### Messy Church Helper

#### Susan Smith



#### Application Form

An application from Susan Smith was received on 27/10/21.



#### Confidential Declaration

Susan's Confidential Declaration was checked by Adrian Armstrong on 10/11/21.



#### Shortlisting

Susan was shortlisted for this role on 10/11/21.



#### Interviews and Assessment

This information has not yet been entered.



#### Pre-Appointment Checks

This information has not yet been entered.



#### Disclosure and Barring Service

This information has not yet been entered.





People Manager



# Little Wallbottle

## Safer Recruitment Hub



### Home Page



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#### People Manager

Manage the ongoing support and oversight of everyone who has been safely recruited.







## Volunteers

Green is good – Amber for action – Red is urgent

⌵ A to Z Colour

📍 Current Archived



**Edward Elder**

Safeguarding training expires on 21/07/24



**Fran Fuller**

DBS check expires on 30/11/23



**Gareth Green**

DBS check expires on 30/09/23



**Harry Holben**

Safeguarding training expires in three weeks



**Isobel Ingleton**

DBS check has expired

