

FORMS / INFORMATION

Model Parish Safeguarding Policy

Model Lone Worker Policy

Dignity at Work Policy

Safer Recruitment

- Grid for Safe Recruitment
 - This can be customised for your parish. List the roles, then tick in the appropriate column the recruitment pathway for each one
- Regulated Activity Decision Making Flowchart
 - Work through this chart to assess whether a DBS is required or not
- Recruitment Process Information
- DBS
 - Portability proforma
 - Portability Guidelines
 - Filtering of convictions information sheet

Volunteer Posts

- Model role descriptors
 - These should be customised for the roles in your parish.
- Model volunteer job role
- Model Application for volunteer role
- Confidential Declaration form
- Model request for reference letter

Paid Posts

- Model Application form for paid posts
 - You will need to follow the same process as for a volunteer
- Model Interview questions
- Model appointment letter

PCC members forms

- Information from Charity Commission

Hiring of Premises

- Model Church Hall booking form

Other forms / Information

- Messy Church Registration form
- Model registration form for PCC permissions for activities
- Model registration form for Sunday School/ Junior Church
- Model Logging form
- Good Record Keeping Information sheet
- Responding to a Safeguarding Situation Flow chart
- Model Health Form

Audit

- Parish Audit Forms
- Who's Who in the Parish

Risk Assessments

- Information sheet re Risk Assessments issued by Ecclesiastical Insurance
- General Risk Assessment template
- Personal Risk Assessment tool