

Recruitment Process

Person volunteers for role (this includes PCC members)
Volunteer has a discussion with person in charge of the area they have volunteered to work in. During conversation a 'job description' will be discussed and given.
Volunteer helper form completed (slightly shorter version used for PCC Members)
References obtained
Confidential Declaration completed
Consult the flow diagram to decide whether the person will be working in regulated activity or non regulated activity. Look in particular at the ' ringed diagram'
Regulated activity
Regulated activity confidential declaration completed
Enhanced DBS with barring
DBS number received by volunteer
Volunteer responsible for sending original to diocese and also informing parish of the number
All paperwork to be stored securely in safe

During all the above the Safeguarding Guidelines for Recruitment should be consulted.