

FORM 1 RECRUITING VOLUNTEERS TO WORK WITH CHILDREN YOUNG PEOPLE OR VULNERABLE ADULTS

Version 7 (November 2015)



CHECKLIST

SUMMARY:	Stage 1	Checklist initiated by Ministry Group Leader (Children, Youth, Elderly, CAP)
	Stage 2	Application Form given to a Pastor to take up Reference(s)
	Stage 12	Checklist & completed forms passed to Child Protection Recruiter
	Stage 19	Checklist & all documents/forms returned to Ministry Group Leader
	Stage 20	Checklist & all documents shown to a Pastor for final verification
	Stage 24	Checklist stapled on top of documents & filed securely in a safe at CCF

NAME OF VOLUNTEER:-			
NAME OF MINISTRY GROUP LEADER:-			
STAGES	ACTION	DATE	
Initial Approach			
1	Initial verbal approach to, or by, Volunteer		
2	Leader gives single page job description or outline to Volunteer (JD written by Group Leader)		
Volunteer Acceptance			
3	Volunteer agrees to role. A trial period may be offered.	✓ or ✗ for trial	Duration
4	Leader gives initial explanation of the following stages that will be followed for safeguarding children/adults/legal reasons and tells them that a Recruitment Pack will be provided.		
Safeguarding Basics and the Recruitment Process			
5	Safeguarding basics with Volunteer: Leader gives 15 min verbal summary of Appendix 11		
6	Leader uses Appendix 12 to check if a role with adults requires DBS check. Informs Volunteer		
7	Leader keeps Form 1 so that progress of the application can be tracked. Leader gives Volunteer the rest of this Recruitment Pack. It includes the following documents:		
	SAFEGUARDING POLICY, CODE OF CONDUCT (Appendix 10), SAFEGUARDING ESSENTIALS (Appendix 11), CONTRACT (Form 3). APPLICATION FORM (Form 4), SELF-DECLARATION FORM (Form 5), DBS ID INFORMATION (IF A DBS CHECK IS REQUIRED) (Form 12)		
Completion of Forms			
8	Volunteer returns completed forms to Leader (Application (Form 4), Contract (Form 3) & CAP Agreement, if relevant) (Contract signed by Volunteer – not signed by pastor until all checks completed)		
9	Volunteer keeps the Safeguarding Policy, and Appendices 10 & 11 for future reference.		
10	Leader gives Application (Form 4) to a Pastor to take up reference(s).		
DBS Check (when required)			
11	Volunteer returns a completed Self-Declaration form (Form 5) in a sealed envelope.		
12	Leader gives all documentation + this Checklist (Form 1) to a Recruiter for the DBS ID Check		
13	Leader asks Volunteer to start Online DBS Application (instructions in Form 12) and gives them contact details of the Recruiter who will be processing this.		
14	Volunteer fills in the online application and notifies Recruiter when completed .		
15	Recruiter checks Self-Declaration Form and arranges & completes an ID check (online) with the Volunteer.		
16	Recruiter shreds Self- Declaration form (Form 5) a.s.a.p. and within 6 months		
Clearance and Record Keeping			
17	DBS clearance received by Recruiter who notifies the Leader of clearance.		
18	Recruiter records the certificate number and date of issue here and on Dropbox.		
DBS CERTIFICATE NUMBER: -		DATE OF ISSUE:-	
19	Recruiter returns this Checklist and all other documentation to the Leader.		
Filing and Future Training			
20	All documentation given to a Pastor who countersigns and dates the Contract		
21	Satisfactory reference(s) received by Pastor and stapled to Application Form (Form 4)		
22	Volunteer notified that all required checks have been completed (verbal or by letter)		
23	Volunteer asked to attend the next Safeguarding Training Course at CCF		
24	Completed checklist stapled to Application form and reference(s) and filed securely		
Safeguarding	In-house detail/dates:		
Training Record	External detail/dates:		

Continue training record on reverse of this checklist