

FORM 1 RECRUITING VOLUNTEERS TO WORK WITH CHILDREN YOUNG PEOPLE OR ADULTS WITH CARE & SUPPORT NEEDS

Version 2

CHECKLIST

SUMMARY: Stage 1 - 7 Initial stages by Ministry Group Leader (Children, Youth, Elderly)
 Stage 8 – 16 Recruiter liaises with applicant in completion of forms and DBS check
 Stage 11 Application Form given to Administrator to take up Reference(s)
 Stage 19 Checklist and all documents/forms returned to Administrator
 Stage 20 Checklist and all documents shown to Pastor for final verification
 Stage 24 Checklist stapled on top of documents and filed securely in a safe at New Day Church

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 explanation to Volunteer (JD written by Group Leader)	
Volunteer Acceptance		
3	Volunteer agrees to role. A trial period may be offered. <input type="checkbox"/> or <input type="checkbox"/> 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 notifies Recruiter and hands over Form 1.	
8	Recruiter gives the Volunteer the rest of this Recruitment Pack and sets in motion the DBS check. Pack includes:	
	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) (Appendix 13)	
Completion of Forms		
9	Volunteer returns completed forms to Recruiter (Application (Form 4), Contract (Form 3) (Contract signed by Volunteer – not signed by pastor until all checks completed)	
10	Volunteer keeps the Safeguarding Policy, and Appendices 10 & 11 for future reference.	
11	Recruiter gives Application (Form 4) to a Pastor or the Administrator to take up reference(s).	
DBS Check (when required)		
12	Volunteer returns a completed Self-Declaration form (Form 5) in a sealed envelope to Recruiter	
13	Recruiter asks Volunteer to start Online DBS Application (instructions in Appendix 13).	
14	Volunteer fills in the online application and notifies Recruiter when completed.	
15	Recruiter checks Self-Declaration Form and arranges and completes an ID check (online) with the Volunteer.	
16	Recruiter shreds Self- Declaration form (Form 5) asap 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 DBS/Training record spreadsheet.	
DBS CERTIFICATE NUMBER: -		DATE OF ISSUE: -
19	Recruiter returns this Checklist (Form 1) and all other documentation to the Administrator.	
Filing and Future Training		
20	All documentation given to Pastor who countersigns and dates the Contract.	
21	Satisfactory reference(s) received by 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 New Day Church.	
24	Completed checklist stapled to Application form and reference(s) and filed securely.	