

## Holy Trinity Recruitment Process

- Volunteer Leader (VL) contacts Parish Administrator (PA) and provides job description
- Volunteer Leaders sends job description to Safeguarding Officer (SO) with Safeguarding Recruiter (SR) on copy. This is to confirm the type of DBS check required
- Safeguarding Officer (SO) confirms the type of DBS with the Volunteer Leader (VL) and Parish Administrator (PA)
- PA contacts the applicant and provides application form, confidential declaration form and job description
- Upon receipt of the application form, PA contacts DBS Verifier (copying in SO) with all details of the applicant
- PA contacts referees provided by the applicant
- DBS Verifier proceeds with DBS process
- DBS Verifier notifies PA and SO of result
- PA contacts SR when all paperwork is completed and checked by VL
- PA arranges Safeguarding Interview date with SR, applicant and VL
- PA provides The Code of Safer Working Practices to the applicant
- SO checks and completes the Recruitment Checklist
- PA provides applicant with the Volunteer Agreement & Appointment Letter
- VL informs SO when training is complete
- SO updates the database of the volunteers DBS & Training Information

<b>Safeguarding Officer</b>	<b>SO</b>	Jean Green
<b>Parish Administrator</b>	<b>PA</b>	Lorna Crook
<b>Safeguarding Recruiter</b>	<b>SR</b>	Susan Mace
<b>DBS Verifier</b>	<b>DV</b>	Gill Hart & Sandra Rolfe-Dickinson
<b>Volunteer Leader</b>	<b>VL</b>	Frances Pauls

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