

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 recruitment letter, application form (with reference requests) 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

Safeguarding Officer	SO	Lesley Wickham
Parish Administrator	PA	Amy Sanchez
Safeguarding Recruiter	SR	Susan Mace
DBS Verifier	DV	Pat Dixon
Volunteer Leader	VL	Fran McLean

Updated November 2021