**Name of Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

(Please tick boxes as steps are completed)

Step 1 Role descriptions

New activity or group is starting: Activity leader asks Local Safeguarding Lead or Parish Safeguarding Officer for existing role description or model role description to write new one. Any new role description needs to be approved by PCC

Step 2 Recruitment of new volunteers (for new or existing activity)

Activity leader has initial conversation with volunteer(s) and requests recruitment pack from Local Safeguarding Lead/Recruiter, Parish Safeguarding Officer or Lead Recruiter. Pack contains Role Description, Application, Self-declaration & Reference forms and information on Safeguarding Training

Activity leader gives volunteer recruitment pack and if required, the information on Safeguarding Training

Activity leader receives completed forms back and forwards all completed documents & a copy of the role description to Local Safeguarding Lead/Recruiter

Local Safeguarding Lead/Recruiter requests references using the Reference forms and checks references

**If DBS check is needed**, Local Safeguarding Lead/Recruiter to inform Lead Recruiter who then sends necessary information to volunteer to apply for DBS check using online 31:8 system and details of recruiters to contact for completion of section Y & verification of ID. When DBS is completed Lead Recruiter to inform Parish Safeguarding Officer of DBS clearance

**When DBS clearance is received** and if **no DBS check is needed** the Parish Safeguarding Officer contacts Local Safeguarding Lead/Recruiter and volunteer to review all documentation (including Safeguarding Training Certificate) and sign off completed process and complete the Volunteering Agreement with the volunteer. Issue volunteer with appointment letter & induction pack

Once recruitment paperwork is signed off Local Safeguarding Lead/Recruiter to inform activity leader that volunteer can commence in their role

Parish Safeguarding Officer to ensure that recruitment information is logged on Central Safeguarding Recruitment Records & recruitment paperwork is kept in a secure location

Step 3 regular reviews

Every 12 months the activity leader to meet with volunteer for review and ongoing support

A DBS check is valid for 3 years – Local Safeguarding Lead/Recruiter will work with the activity leader to ensure the volunteer completes an updated self-declaration and update their DBS check (if applicable to the role), The Parish Safeguarding Officer will inform the Local Safeguarding Lead/Recruiter when these dates come up.

Safeguarding Training needs to be renewed every 3 years. Local Safeguarding Lead/Recruiter to ensure volunteers is informed when their safeguarding training needs renewing. The Parish Safeguarding Officer will inform the Local Safeguarding Lead/Recruiter when these dates come up.

**Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

For any queries, please contact your Parish Safeguarding Officer or Lead Recruiter.