

Safe Recruitment of Volunteers
Guidelines for Volunteers

Firstly – thank you for wanting to support your parish by volunteering to help your chosen group or activity – you are welcomed and valued.

In the spirit of openness and transparency and our responsibility to ensure the Safeguarding and Wellbeing of all children, young people and vulnerable adults please follow these guidelines when volunteering to help in the parish

Please approach the leader of the group you wish to join – the leader will welcome you and make a note of your contact details - full name, telephone number and address. The Group leader will then contact the Safeguarding Representative and with your permission give them your contact details.

The Safeguarding Rep will liaise with you, our Parish Priest and the Leader of the Parish Organisation to set a date for a meeting with you to discuss your offer and to explain the safeguarding process

The meeting takes place and if all are in agreement the Safeguarding Representative will initiate the Disclosure and Disbarring check process.

You will now need to complete an application form, identity check form and self declaration form, which will be sent to the Diocese for processing. As part of the process you will need to provide evidence of identity and names and contact details of two referees. The Safeguarding Rep will help you with this process and send for your references

The Diocese will then send you a Disclosure and Disbarring form which you need to complete and show to the Safeguarding Rep who will return it to the Diocese.

The Safeguarding Representative will inform the Head of the Parish Organisation and the Parish Priest that satisfactory references have been received, you have been successfully Disclosure and Disbarring checked and cleared by the Diocese and are now able to begin your volunteering with the organisation

THANK YOU FOR YOUR TIME AND COMMITTEMENT – ENJOY YOUR ROLE

Please note that this process may take a minimum of 4-6 weeks, depending on how quickly meetings are arranged, documents completed, references received and the Diocese initiates the actual Disclosure and Disbarring check, so please be patient – thank you.