

Safe Recruitment of Volunteers
Guidelines for Heads of Parish Organisations

In the spirit of openness and transparency and our responsibility to ensure the Safeguarding and Wellbeing of all children, young people and vulnerable adults you should always follow these guidelines when you are approached by someone who would like to volunteer to help in the organisation for which you are the lead person

Thank the volunteer for offering their services and then inform them of the safeguarding process—i.e. interview with Parish Priest, Safeguarding Representative and their selves, followed by the obtaining of references and the Disclosure and Disbarring process

Make a note of Volunteer contact details—full name, telephone number and address

Contact as soon as possible the Safeguarding Representative and give them the details of the volunteer

Safeguarding Rep will liaise with volunteer, Parish Priest and Head of Parish Organisation to set date for interview and to organise questions

Interview takes place and if all are in agreement to proceed the Safeguarding Representative will initiate the Disclosure and Disbarring check process

The Safeguarding Representative will inform the Head of the Parish Organisation and the Parish Priest that satisfactory references have been received and that the volunteer has been successfully Disclosure and Disbarring checked and cleared by the Diocese and is able to begin their volunteering with the organisation