

Volunteer Recruiting Record

Name:

Role volunteering for:

Action	Date Completed	By whom
Role Outline prepared		
Role advertised (e.g., in the Church Notices)		
Volunteer completes 'Safeguarding Form A – part 1'		
Meeting with the Volunteer and role outline shared		
Confidential Declaration Form completed		
Reference request 1 sent Name of referee:		
Reference 1 received and satisfactory		
Reference request 2 sent Name of referee:		
Reference 2 received and satisfactory		
Volunteer completes on-line DBS application form		
Verifier completes their section of the application form and submits to DDC		
DDC email confirming clear DBS received		
Safeguarding Form A – part 2 completed on behalf of the Church Council		
Safeguarding Form A – part 2 signed by the volunteer		
Appoint the Volunteer – minuted meeting		
Volunteer handed a copy of the Pocket Card		
Foundation Module Training arranged		

I confirm that the Safer Recruitment Process has been satisfactorily completed:

Signed:

Name:

Role:

Date: