**Checklist for the recruitment of Volunteers**

This checklist implements the Safer Recruitment Practice Guidance for the recruitment of volunteers to roles within the Diocese of Sodor and Man (paid employees are treated separately).

It applies to all new appointments made on or after 1 January 2019.

It is based on Appendix 1 the Church of England “Practice Guidance: Safer Recruitment” (Version: July 2016).

**Note:** Training for appointers is provided by, or on behalf of, the Parish Safeguarding Officer.

1. **Responsibility for appointment of volunteers is delegated by the PCC.** Categories to whom this checklist applies, and the person responsible for the appointment (the “appointer”) are indicated below – Parishes to insert roles appropriate to their churches :
   1. Any work with children or young people: Children’s and Families’ Worker
   2. Lay Pastoral Assistant and Lay Worship Leader: Incumbent
   3. Weekday lunches: Incumbent (*for the present*)
   4. Choirmaster: Incumbent
   5. Bell Tower Captain: Incumbent
   6. Church Orchestra Leader/Organist: Incumbent
   7. Prayer Ministry Team Leader: Incumbent
   8. Homegroup Leaders: Incumbent
2. **Policy for recruitment of ex-offenders:** DBS model policy endorsed by the Church of England will be followed.
3. **Safeguarding policies** are in place, approved by the PCC. They can be found in the file in the INSERT AS APPROPRIATE. Refer to these as necessary.
4. **Process:** The flow chart at the end of this checklist will be followed for each appointment.
5. **Role description:** The appointer must prepare a written role description. Clear and simple is better than long and detailed. The description must make it clear whether or not a criminal records check will be required, and if so at what level (the Parish Safeguarding Officer can advise). Please see example in useful documents section on the [Diocese Safeguarding Information page here](https://www.sodorandman.im/safeguarding_inclusion)
6. **Application form and references:** The proposed appointee must submit a completed **application form** to the appointer who must take up the **references** offered on the application form. Please find in useful documents section on the [Diocese Safeguarding Information page here](https://www.sodorandman.im/safeguarding_inclusion)
7. **Confidential declaration:** The proposed appointee must submit a **completed declaration** to the appointer. (Q1 and Q2 only in the case of roles where no DBS check is required (the Parish Safeguarding Officer can advise) Please find in useful documents section on the [Diocese Safeguarding Information page here](https://www.sodorandman.im/safeguarding_inclusion)
8. **Interview:** The appointer must arrange a face to face **interview** or discussion (in most cases this can be an informal chat) with the proposed appointee. However an interview questions template can be found in useful documents section on the [Diocese Safeguarding Information page here](https://www.sodorandman.im/safeguarding_inclusion) to assist
9. **Approval:** The appointer must ensure that any checks (including DBS check where appropriate – the Parish Safeguarding Officer will advise) are completed satisfactorily before the appointment is confirmed.
10. A **letter of appointment** can be given, which will include an outline of the role, a copy of the Church’s Statement of Safeguarding principles.
11. **Supervision and review:** The appointer is responsible for ensuring that the appointee is inducted, trained as necessary, and supervised and supported in post.

Flowchart of Safer Recruitment Process - 