Volunteer Role: Parish / Benefice DBS Lead Recruiter

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer (PSO) or Benefice Safeguarding Officer (BSO) or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which must always be reported to the person named above or to the Police or Social Services in an emergency.

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| **Role** | Lead Recruiter |
| **Responsible to** | PSO / BSO / Incumbent  |
| **Key Responsibilities of the Role (tasks to be undertaken)** |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)Lead Recruiters need access to the Internet and should have basic computer literacy (i.e. the ability to fill in online forms and send emails with attachments).

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| *As a volunteer:* |
| * Be familiar with safeguarding policies and receive information and updates from the Diocesan DBS provider, Thirtyone:eight
* Seek to ensure that Safer Recruitment practice is followed, with the support of the diocese
* Establish the true identity of the applicant for any role, through the examination of a range of documents as set out by Thirtyone:eight
* Support applicants in their completion of the online application process.
* Check and validate the information provided by the applicant on the application form
* Ensure the application form is fully completed and the information it contains is accurate
* Ensure that all individuals are given the opportunity to self-disclose prior to a DBS check using a Confidential Declaration form
* Where any information is disclosed within the Confidential Declaration form liaise with the PSO/BSO and they should then speak with the DSA team.
* Where e-bulk application is used, assist the applicant to complete their online application where necessary
* Where e-bulk application is used, verify the applicant’s identity using the online process
* Ensure the confidential and secure storage of all data whether in paper form or electronic (email)
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| **Any arrangements for induction, training & support**  |
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| For example:

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| * Complete the on-line Basic safeguarding training
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| * Complete the on-line Safer Recruitment and People Management training
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| * Safeguarding training every three years
* Share any concerns regarding the role with their leader
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| **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)*  |

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| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY For example:

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| * Close liaison with PSO / BSO /Incumbent
* Close liaison with the DSA / Assistant DSA
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| **Role to be reviewed** *(insert date)* |

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| **The role is eligible for a criminal record (DBS) check which is renewable every three years** *(insert yes / no)* | No. Could consider a Basic DBS check |
| **Level of criminal record (DBS) check which is required for this role** | N/A  |
| **Date DBS completed (not to start role until check complete)** | Insert date |