

Safer Recruitment and People Management Toolkit

This toolkit supports the delivery of the Safer Recruitment and People Management Guidance by providing template resources and examples which can be used in situations where none already exist as well as amended or substituted as required.

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Safer Recruitment & People Management Process Checklist

This checklist is designed to help those using the Safer Recruitment & People Management Guidance follow a clear step-by-step process.

It can be used each time there is a relevant role to fill but can also be used as a self-assessment/audit tool to identify areas within your process that might need improvement to ensure it meets the Guidance Requirements.

Each section described in the Requirements corresponds with the relevant step listed.

Step	Section	Activity	✓/✗	Action
1.	Responsibilities	<ul style="list-style-type: none"> • Ensure individual responsible for appointment is identified. • Identify and train all individuals involved in the recruitment process and those who have ongoing responsibility for identified roles. 		
2.	Role Descriptions & Person Specifications	<ul style="list-style-type: none"> • Ensure these documents: <ul style="list-style-type: none"> ○ use plain language no jargon or legalese. ○ reflect the requirements of the role in a proportionate way. ○ outline the Church body's commitment to safeguarding. 		
3.	Advertising a Role	<ul style="list-style-type: none"> • Ensure all adverts/notices: <ul style="list-style-type: none"> ○ include or provide access to the Church body's safeguarding statement. ○ highlight the essential requirements for the role. ○ outline pre-appointment checks, including references and the appropriate level of DBS check. ○ include, only where relevant, statements in relation to regulated activity. 		
4.	Application process	<ul style="list-style-type: none"> • Ensure the application form is clear, uses plain language and seeks all relevant information. 		

		<ul style="list-style-type: none"> • Send applicants information about the values of the Church body and the associated expected behaviours. • Ensure applicants receive information on the level of criminal record check required. • Ensure applicants receive a privacy notice about how their personal data will be processed during the recruitment process. 		
5.	Confidential Declarations	<ul style="list-style-type: none"> • Where an enhanced (with/without barred list) DBS check is required, ask candidates to complete the Church of England Confidential Declaration form. 		
6.	Shortlisting	<ul style="list-style-type: none"> • Ensure that at least two people are involved in shortlisting applications and use agreed criteria. • Ensure any gaps or inconsistencies on the application form are identified. 		
7.	Interviews and assessment	<ul style="list-style-type: none"> • Develop clear interview questions and selection tools. • Assess candidates using a proportionate range of selection methods where possible, including values-based questions. • Probe candidate's attitudes and values towards children, young people and vulnerable adults. 		
8.	Pre-Appointment checks	<ul style="list-style-type: none"> • Carry out all appropriate checks including proof of identity, right to work (employees) and qualifications, if relevant, on candidates successful at interview. • Only accept original documents. • Take up all relevant references. • Check for gaps and any inconsistencies between information given on the application form or during the 		

		<p>interview process and that provided by the references.</p> <ul style="list-style-type: none"> • Telephone to verify reference received and clarify any information provided. 		
9.	Disclosure & Barring Service	<ul style="list-style-type: none"> • If candidate is successful at interview, apply for the appropriate level of DBS check. 		
10.	Criminal Records	<ul style="list-style-type: none"> • If concerns arise from a Confidential Declaration or DBS certificate seek support from the relevant member of the safeguarding team. • If appointment continues, carry out a risk assessment, if appropriate. • Store a copy of the risk assessment, securely together with copy of the Confidential Declaration and DBS information, in line with current data protection legislation. Seek advice from your data protection lead if necessary. 		
11.	Appointment	<ul style="list-style-type: none"> • Make all employment appointments subject to a probationary period. • All volunteers must have a 'settling in' period. 		
12.	Induction	<ul style="list-style-type: none"> • Highlight safeguarding responsibilities and set clear expectations of acceptable behaviour and boundaries of the individual's role during induction. 		
13.	Probationary/Settling in Period	<ul style="list-style-type: none"> • Ensure individuals have the relevant induction and training required to be safe and effective in their role. • For paid employment roles at the end of any probationary period, their appointment should be confirmed in writing. 		
14.	Ongoing Support, Accountability, Oversight & Supervision	<ul style="list-style-type: none"> • Carry out regular one-to-one/supervision meetings with individuals, focussing on their attitudes, values and behaviours as well as what they do. • Ensure a culture of vigilance and have clear policies and 		

		<p>procedures in place which explain what individuals should do if they have concerns about the behaviour of another team member or others within the body.</p> <ul style="list-style-type: none"> • Respond quickly and appropriately to any allegations as per guidance. 		
15.	Training & Development	<ul style="list-style-type: none"> • Ensure training is kept up to date. 		
16.	Recordkeeping	<ul style="list-style-type: none"> • Ensure that comprehensive and easily accessible records are kept and maintained for all individuals working with children, young people and vulnerable adults. 		

Section 2: Role Analysis, Role Descriptions and Person Specifications

Toolkit Template: Volunteer Role Description

Volunteer Role Description	
The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.	
The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.	
Name of church/body	
Role title	
Main purpose of the role	
What you will be doing	
When and where you will be doing it	
Disclosure & Barring Service (DBS) Requirements	
Who you will be responsible to	
Training requirements	
Support you will be given	
General information	

Created by:	Date:
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Section 2: Role Analysis, Role Descriptions and Person Specifications

Toolkit Template: Person Specification

Person Specification for VOLUNTEER ROLE		
This document describes the skills, experience and attributes that a person needs to carry out the above role.		
Criteria	Essential	Desirable
Knowledge		
Skills		
Experience		
Personal Attributes		
Qualifications/Training		
Availability		
Other		

Created by:	Date:
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Section 4: Application Process

Toolkit Template: Volunteer Application Form

VOLUNTEER APPLICATION FORM		
1. Personal Information		
Title:	Forename(s):	Surname:
Known as:		
Any previous names by which you have been known:		
Date of Birth:		
Home Address:		
Postcode:		
Daytime Tel No:	Mobile Tel No:	Evening Tel No:
Email Address:		
2. Education, Training & Qualifications Information		
Please give details of any relevant training and qualifications which you feel equip you to work with children, young people and/or vulnerable adults. Please include dates.		
3. Employment & Voluntary Work Experience		
Please provide a full history (with dates wherever possible) of any previous experience you may have of looking after and/or working with children, young people and/or vulnerable adults, whether paid or voluntary.		
4. Church Involvement		
Please provide a full history (with dates wherever possible) of your church involvement (current and previous).		
5. Why do you want to volunteer?		
Please tell us why you wish to volunteer to work with children, young people and/or vulnerable adults and the skills & qualities you think you would bring to the role. Please also tell us about any skills or experience you hope to gain through this opportunity:		
6. Health Information		

Please provide information about any disability or health issue that we should be aware of in order that we can identify what support or reasonable adjustments we can provide for you to undertake volunteering duties safely.

7. References

At least 2 references will be sought using the information provided at sections 3 & 4 above. Please also provide details of personal referees here. Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.

Name:	Telephone No:
Address (including postcode):	Email Address:

In what capacity do you know this person?

Name:	Telephone No:
Address (including postcode):	Email Address:

In what capacity do you know this person?

8. Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination of my role as a volunteer.

I understand that any offer of appointment to a volunteering role is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated on the volunteer role description.

I understand that if I am appointed to a volunteering role there will be a settling in period and that I will be expected to complete a volunteer induction programme and undertake relevant safeguarding training.

Signed:	Print Name:
	Date:

Section 7: Interviews & Assessment

Toolkit Template: Example Interview Questions – below are examples of possible interview questions that can be used to explore the applicant’s suitability for working with children, young people and/or vulnerable adults. They can be used, amended or substituted as required and in line with the role description, person specification requirements and specific body. Whatever question/s you do ask, try and ask about personal experience and for real examples of working with and safeguarding children, young people and vulnerable adults.

Motivations for working or volunteering with children, young people and/or vulnerable adults
<ul style="list-style-type: none">• Why do you want to work/volunteer with children, young people and/or vulnerable adults? What is the main driver?• Can you give an example of something that you have done that demonstrates your commitment to working with vulnerable groups (i.e. children and/or adults experiencing, or at risk of abuse or neglect)?• What do you have to offer in support of children, young people and/or vulnerable adults?• What experience have you of working with children, young people and/or vulnerable adults? What has this experience taught you about yourself?• How do you motivate children, young people and/or vulnerable adults?• What do you consider to be your strengths/areas for improvement, specifically in relation to working or volunteering with children, young people and/or vulnerable adults?• Can you give an example of how children, young people and/or vulnerable adults have benefited from your input?
Emotional Maturity & Resilience
<ul style="list-style-type: none">• Can you describe a time when you have been working with children, young people and/or vulnerable adults and your authority was challenged?<ul style="list-style-type: none">○ How did you react and how did you manage the situation?○ How did you get things back on course?• Can you describe a time when you had to control a child or young person’s behaviour?• Can you give an example of a person you have had particular difficulty dealing with?<ul style="list-style-type: none">○ What made it difficult?○ How did you manage the situation?• Have you ever felt uncomfortable about a colleague’s behaviour towards or ability to work with children, young people and/or vulnerable adults in a previous job or volunteering role?<ul style="list-style-type: none">○ What were your concerns?○ What did you do?○ How was the issue resolved?
Values & Ethics
<ul style="list-style-type: none">• What might be some of the safeguarding issues you may have to deal with in this role?• Can you give an example of a time when a child, young person or vulnerable adult behaved in a way that caused you concern?<ul style="list-style-type: none">○ How did you deal with that?○ Who else did you involve?• How do you feel when someone holds an opinion which differs from your own?<ul style="list-style-type: none">○ How do you behave in this situation?• Can you describe how you would respect the background and culture of children, young people and/or vulnerable adults with whom you would work or volunteer?

- | |
|--|
| <ul style="list-style-type: none">• Can you give some examples of how you would contribute to making this Church body a safer environment for children, young people and/or vulnerable adults?• Can you give some examples of how you would provide kind, consistent and safe care? |
|--|

Don't forget to:

- | |
|--|
| <ul style="list-style-type: none">• Clarify any discrepancies or concerns you have from the candidate's application form.• Ask if they wish to declare anything that they haven't already disclosed to you:
"Do you know of any reason why you should not be working with children, young people and/or vulnerable adults? Are there any police or employment/volunteering matters outstanding which could affect your ability to take up this role?" |
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Section 8: Pre appointment Checks

Toolkit Template: Reference Request Form for volunteer roles

The form can be used with a covering letter/email such as:

Re: Reference request for a volunteer working with children, young people and/or vulnerable adults

Dear NAME OF REFEREE

RE: NAME OF APPLICANT

The above has given your name as someone who may be contacted in relation to their application to volunteer as ROLE TITLE at LOCATION.

As part of our safer recruitment process I would be grateful if you could complete the attached form and return to me at EMAIL ADDRESS/OTHER RESPONSE POINT.

Thank you for your support.

REFERENCE REQUEST FORM				
Name of Applicant:				
Reference Type <small>(please circle)</small>	Current/Previous Employer	Current/Previous Voluntary Work	Personal	Education/Training
Your Name:				
Your Organisation: <small>(if applicable)</small>				
Your Position: <small>(if applicable)</small>				
How long have you known the applicant?		In what capacity do you know the applicant?		
Applicant's role title/study undertaken and length of appointment/time with your organisation: <small>(if applicable)</small>				
Role Title/Study Undertaken:				
Start Date: MM/YYYY		End Date: MM/YYYY		
The reason for leaving employment/voluntary work <small>(if known)</small> :				
Employment/Voluntary work only: Would you re-appoint the applicant for the same post?		Yes / No		
Would you recommend the applicant for the role they have applied for?		Yes / No		
Please provide any relevant information in relation to the applicant's suitability to work with children, young people or vulnerable adults.				

Please provide any relevant information in relation to any concerns about the applicant working with children, young people or vulnerable adults.

Employment/Voluntary work only:

Does the applicant have any current disciplinary warnings or investigations in relation to working/volunteering with children, young people and vulnerable adults? Yes / No

If yes, please provide details:

Personal only:

Do you have any knowledge of the individual being investigated over safeguarding issues? Yes/No

If yes, please provide details:

Please add any further comments that you feel may be relevant to the applicant and their application.

Signed:

Print Name:

Telephone contact point for clarification:

Date:

Section 9: Disclosure & Barring Service (DBS)

Toolkit Template: The table below categorises roles and their DBS eligibility. The lists are *indicative and not exhaustive* due to the complexity of the Church of England and local variations in approaches, titles and roles (e.g. different roles can be called the same thing and vice versa).

If Church bodies have a query on the eligibility for a particular role, then all formal legal advice on which they intend to rely should be sought from their diocesan registrar or their own lawyer.

If an umbrella body is used (e.g. 31:8), then they may be able to assist with eligibility queries. The DBS's own eligibility guidance can be found here: <https://www.gov.uk/government/collections/dbs-eligibility-guidance>

The DBS also provides a customer service helpline, details of which can be found here: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and have a regional outreach service that Church bodies can access: [The DBS Regional Outreach service - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

A. Clergy - All require an **Enhanced DBS with barred list check**

- Applies to all Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate', and those seeking ordination training or ordination.

B. Individuals (other than Clergy) working/volunteering with children, young people and/or vulnerable adults. This includes those in training and individuals on student placements.

➤ Individuals working/volunteering with children/young people

Most **will** require an **Enhanced DBS with barred list check** unless they are supervised or do not fulfil the Frequency Criteria (e.g. they are on a rota).

- "Supervised" activity is defined by the Church of England as activity where the supervisor (themselves safely recruited) is always able to see the supervised worker's actions during their work – if this level of monitoring cannot be maintained continuously then the role is not a supervised position.
- "Frequency Criteria" is defined as once a week or more; 4 days or more in any 30-day period or overnight between the hours of 2am and 6am.

➤ Individuals working/volunteering with vulnerable adults

Most **will** require an **Enhanced DBS without barred list check**, provided they satisfy the Frequency Criteria.

Some **may** require an **Enhanced DBS with barred list check** if, for example, they provide, personal care, assistance with cash, bills or shopping, conveying someone to or from healthcare, personal care or social care (but not to Church activities).

Examples of roles that this may apply to:

- Readers; Worship Leaders; Authorised Lay Ministers; Licensed Evangelists
- Lay people authorised to provide pastoral care, e.g. Parish Pastoral Assistant, Pastoral Home Visitor, Street Pastor, Authorised Listener, Pastoral Outreach Worker and equivalents in Cathedrals e.g. Cathedral Verger who has pastoral care in job role
- Youth worker or Leader; Children's worker or Leader
- Sunday school teacher or Leader; Family workers who work with children or their Leader
- Bell ringers who teach or train children plus the Tower Captains who manage those adults who teach or train
- Music leader where the choir or musical group includes children
- Head Server when the role includes supervision or training of children
- Parish volunteer driver for vulnerable groups (children or adults) for children's/adults' activities organised by the body (NB: private/personal arrangements among parents/friends etc. are exempt)
- Diocesan Safeguarding Advisers, Cathedral Safeguarding Advisers and Parish Safeguarding Officers who manage people engaged in activities with children, young people or vulnerable adults (nb. "manage" here includes planning, organising, advising or directing)
- Members of National Safeguarding Team and other roles within Diocesan Safeguarding Teams where working with children, young people and/or vulnerable adults (or managing on a day to day basis individuals who are working with children/young people/vulnerable adults)
- Diocesan Education staff who either have substantial contact with children or manage those who do
- Leader of Parent & Toddler Groups (but not parent helpers who supervise their own children or if a self-help group)
- Managers of individuals working with children, young people and vulnerable adults
- Those in religious communities (e.g. monks, nuns, brothers and sisters) who are in active ministry and work with children, young people or vulnerable adults.

C. Charity Trustees of children's, young people or vulnerable adult's charities

- The Charity Commission recommends that trustees always obtain a DBS check when eligible to do so as it an important tool in ensuring that the person is suitable to act as such.
- If a governing body is registered as a charity and provided it sponsors and approves, in its own name, children's, young people or vulnerable adult's work then the members of the governing body will be eligible for an **Enhanced DBS without barred list check**. This **may** relate to PCCs, Cathedrals Chapters, Religious Communities, NCI Pension Board etc. **In such cases all members of the governing body will be eligible.**

PCC members, although charity trustees, are not by virtue of their membership of the PCC engaging in 'regulated activity' with children or vulnerable adults and are therefore not eligible for enhanced DBS disclosures (with barred list checks). Charity trustees are eligible for enhanced DBS disclosures (without barred list checks) if the charity qualifies as a "children's charity"¹ or a "vulnerable adults' charity"².

Provision of a Sunday School would not generally satisfy this requirement because the teaching of children in church on Sundays is, as a matter of law, an activity carried out in furtherance of the incumbent's duty (under Canon C 24.4) to "instruct the parishioners of the benefice, or cause them to be instructed, in the Christian faith". PCCs have no specific duties in relation to providing instruction in the Christian faith. A careful analysis will be required to see whether the PCC does qualify, there can be no blanket approach.

For example, if a PCC is a charity and it sponsors and approves, in its own name, work with children, young people or vulnerable adults, by entering into an employment contract with a youth worker to run a youth club or other children's activities or entering into a contractual arrangement with a worker to provide a regular care service to adults who receive a health or social care service, then the PCC may qualify as a children's or vulnerable adults' charity (as the case may be) and in such circumstances PCC members would be eligible for an enhanced DBS check. PCCs, however, may not meet the definition of a "children's charity" or "vulnerable adults' charity". You are advised to seek advice from the registrar in relation to such matters.

¹ (4)A charity is a children's charity if the individuals who are workers for the charity normally include individuals engaging in regulated activity relating to children

(5)An individual is a worker for a charity if he does work under arrangements made by the charity; but the arrangements referred to in this sub-paragraph do not include any arrangements made for purposes which are merely incidental to the purposes for which the charity is established.*(Part 1, Schedule 4, para 4, Safeguarding and Vulnerable Groups Act 2006– now repealed but having continuing effect by virtue of regulation 5C(1) of the Police Act 1997 (Criminal Records) Regulations 2002.)*

² 5B Work with adults: (1)(g)(ix) a charity trustee of a charity whose workers normally engage in any activity which is work with adults.

...(5) In paragraph (1)(g)(ix) an individual is a worker for a charity if he does work under arrangements made by the charity; but the arrangements referred to in this paragraph do not include any arrangements made for purposes which are merely incidental to the purposes for which the charity is established. *Police Act 1997 (Criminal Records) Regulations 2002 (as amended)*

D. Roles that are not eligible for an Enhanced DBS with/without barred list check (unless undertaking any role in A, B or C above) but remain eligible for a Basis DBS check

➤ There is no eligibility requirement for a Basic DBS Check and both individuals and bodies (the latter with appropriate consent) can apply for one. Currently there is a cost for a Basic DBS, including volunteers. Individuals can apply for their own whilst bodies have to use a 'responsible organisation'. Whilst a Basic DBS provides minimal information (unspent conviction information only), where a role does not meet the criteria for any other level of DBS it can send out a certain message in respect of the body's commitment to safeguarding.

Further detail on Responsible Organisations can be found here –

<https://www.gov.uk/guidance/responsible-organisations>

Examples of roles that this may apply to:

- Parish Verger; Server; Caretaker; Refreshment helper
- Shop Staff; Flower arranger; Sidesperson
- PCC members (including church wardens) where the PCC does not qualify as a children's/young people's/vulnerable adult's charity
- Bell ringers (rank and file); Choir leader or musical director for adult choir; Organist unless also directing a choir which contains children/young people
- Choir members/music group members (unless the role includes responsibility for teaching, training, caring for or supervising vulnerable groups (children, young people or adults).

Section 10: Dealing with Criminal Records

Toolkit Template: DBS Risk Assessment form template.

This is a simple risk assessment form which can be used by Cathedral Safeguarding Advisers, Diocesan Safeguarding Advisers and Human Resources teams to manage a blemished DBS certificate. It can be used to carry out a full risk assessment to support them in making an informed and balanced decision about whether to employ or to continue to employ an individual or engage or continue to engage with a volunteer.

Before any decision is reached the individual must be offered the opportunity to discuss the contents of the DBS certificate.

Name of individual:	Date of Birth:
Address (incl postcode):	Role applied for:
Body:	Responsible Person:
Details of Criminal Record disclosed:	
Questions to Consider:	
<p>1. Do the DBS Barred Listings bar the appointment? Yes/No</p> <p><i>If yes, then the appointment is automatically unlawful and the person must not be appointed to the role. Do not continue with this decision sheet.</i></p>	
<p>2. Are you satisfied with the individual's explanation of the circumstances of the offence?</p> <p><i>All positive disclosures should be discussed with the individual. Note down their explanation of the circumstances.</i></p>	
<p>3. Did the offence occur recently?</p> <p><i>For example, minor offences that occurred a long time ago may be less relevant than ones that are very recent. Offences that took place years ago may have less relevance now, with the exception of serious violent or sexual offences.</i></p>	
<p>4. At what age were the offences committed? Was the offence committed as an adult, or as a child or adolescent?</p>	
<p>5. Does the disclosure show a pattern of behaviour, or was the offence a one-off?</p> <p><i>Repeated offences may indicate that the individual has not been able to change their offending behaviour and may be more likely to re-offend.</i></p>	
<p>6. Have the circumstances that contributed to the individual committing the offence or behave in such a manner changed for the better?</p>	

Look at all the circumstances, including the employment pattern and the individual's own explanation.

7. Did the applicant disclose any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as part of the application process/at interview/or during their employment?

Note that a failure to disclose a relevant offence, without a satisfactory reason, will, in an employment situation, be a breach of contract and render any employment offer void or where the individual is already an employee lead to disciplinary action which may result in their dismissal.

8. Were all references satisfactory and verified by telephone?

9. Does the post involve responsibility for finance, items of value or other high risk areas?

This is particularly relevant where the disclosed offences are related to robbery, burglary or fraud.

10. Does the role allow the opportunity to re-offend?

Consider the nature of the post in relation to the disclosed offence(s).

11. What level of management/supervision/support will the person receive?

Will supervision reduce the risk of re-offending?? How much responsibility does the post carry?

12. What mechanisms are in place to track the individual's progress?

A review requirement allows for the possibility of the person moving to a role they are not currently safe for or moving into a 'safer' role or dismissed if there is a deterioration.

13. Further comments/overall summary

Decision (please circle as applicable)	Employ	Employ – with adjustments to role (give details e.g. supervision, monitoring arrangements etc)	Do not employ	Suspend	Allocate to other work
Signed:			Print name:		
Date:			Job Title:		
Signed:			Print name:		
Date:			Job Title:		

PLEASE ENSURE YOUR FINAL DECISION IS RECORDED ON THIS DOCUMENT AND SIGNED BY THE RELEVANT PARTIES.

THIS RISK ASSESSMENT SHOULD BE RETAINED IN ACCORDANCE WITH LOCAL DATA PROTECTION POLICIES.

Section 11: Appointment

Toolkit Template: Volunteer Appointment Letter template

Such a letter must be sent **only** after all pre appointment checks, including a DBS check where applicable, have been considered and approved.

Dear APPLICANT NAME

Appointment to the role of ROLE TITLE

Thank you for agreeing to volunteer with us. As you will no doubt be aware, volunteers are an essential part of life here at BODY. We do hope that you enjoy volunteering with us and feel part of the team.

Please find attached your Volunteer Agreement. Please read through the agreement and this letter and then sign the last page and return to XXXX.

XXXXXXX will induct you into the role, organise the relevant safeguarding training and show you around.

In the meantime, please find attached/links to: (TO BE AMENDED ACCORDING TO CHURCH BODY'S EXACT DOCUMENTATION/REQUIREMENTS)

- Your role description;
- A copy of the Church's Statement of Safeguarding principles;
- Policies and procedures in relation to safeguarding;
- The identity & responsibilities of those with designated safeguarding responsibilities;
- Safe practice and the standards of conduct and behaviour expected;
- Other relevant personnel procedures e.g. whistleblowing, disciplinary procedures.

If there is anything further I can help you with at this stage, please do let me know.

On behalf of the XXXX (e.g. PCC), I thank you for your interest and I look forward to welcoming you to our team.

Yours sincerely,

Section 12: Induction

Toolkit Template: Volunteer Induction Checklist

Activity	When	Who	Date completed
Initial meeting with person to whom individual is responsible			
Welcome and meet the team			
Location tour as appropriate			
Review of safeguarding policies, procedures and code of conduct			
Review of health & safety policy and procedures, including fire training			
Review of other relevant policies, procedures and guidelines for the body and/or role			
Safeguarding training identified and booked in			
Anything else specific to Church body and/or role			
Induction Completed			
Volunteer Signed:			
Responsible Person Signed:			

Section 14: Ongoing Support, Accountability, Oversight & Supervision

Toolkit Template: Volunteer Support Meeting Agenda template.

This is a simple agenda template that can be used for support meetings with volunteers.

Volunteer Support Meeting Agenda	
Name of Volunteer:	Name of Responsible Person:
1. Action points from last time	
2. What has the volunteer been doing since the last meeting?	
3. What's gone well? What hasn't gone so well? This is also a chance for the responsible person to talk about the volunteer's work, give positive feedback as well as an opportunity to raise any minor problems or issues if necessary.	
4. What help or support does the volunteer need?	
5. Safeguarding matters?	
6. Development/motivation Such meetings can be used to gauge whether the volunteer is still getting what they were looking for from the volunteer role; they may benefit from a minor change in their tasks or a fresh challenge	
7. Action points for next time	