

Safer Recruitment checklist

To be completed for all volunteers/employees recruited for roles requiring safeguarding procedures.

Church name: ………………………………………………………………………………

Name of individual: ……………………………………………………………………………..

Role at church: ………………………………………………………………………………

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| --- | --- |
|  | **Date completed:** |
| Safeguarding Form A parts 1 (registration) and 2 (volunteer agreement) completed:  (including privacy notice issued) |  |
| Confidential Declaration (CSD/1,2,3 or 4 as appropriate) completed: |  |
| DBS check initiated by: (name)  (Note: the person being checked keeps the certificate, but please note down the date of issue) | Date sent off: |
| Date completed check received: |
| References applied for by: (name) | Date sent off: |
| Satisfactory references received (date): |
| Safeguarding Foundation course (and Advanced if appropriate) completed | Foundation completed: |
| Advanced completed (if applicable): |
| If keys/ pass/ keycode are to be issued, key declaration form completed and keys issued: |  |

I confirm that the Safer Recruitment policy has been followed for (name):

…………………………………………………………….

Signed: ……………………………………………………………..

(Minister or Church Safeguarding Officer)