

Parish Procedure for new recruits (overview for child protection or working with vulnerable adults)

1. Leaders to advertise for new 'staff' member or volunteer asks to help in a group
2. Leaders to 'interview' volunteer and provide information on expectations, training and parish policy on working with children.
3. If volunteer is appropriate for the work and willing to help, they then go through our safeguarding procedure (application through diocese to DBS Disclosure and Barring Service at enhanced level of disclosure, CCP1). The volunteer is permitted to start work at this stage, but will be supervised by other staff.
4. The parish safeguarding officer works with the Incumbent to provide the worker with a copy of the CPP1, a DBS disclosure form (from the Incumbent) and to explain our policy (reminds them of our larger Policy statement, and provides a copy of the summary document).
5. On receipt of the completed form CPP1, the Officer/Incumbent sends off for 2 references, to be kept with the CPP1.
6. On notification of a valid DBS disclosure, the Incumbent stores the completed CCP1 and references; the Parish disclosure records are updated and all documents are retained in a file at the Vicarage or parish office.
7. The worker is notified that they are now accepted into our parish child protection system and will fit into any updates or reviews of the system.
8. If there is reason for concern at any stage, we consult with the diocesan safeguarding officer.

Our Policy on Appointing leaders working with children/ young people/ vulnerable adults

All leaders who take responsibility for the supervision and care of part or the whole group of children/ youth or vulnerable adults must be at least 18 years old. No leader shall work with these groups under the pastoral care and ministry of St Catherine's Parish unless they have been authorised by the P.C.C. Helpers under the age of 18 may assist leaders.

The P.C.C. will appoint a church member as the Safeguarding Officer, whose duty is to assist the Incumbent in child protection training, records upkeep, and to attend Diocesan/ Provincial Training Days.

For each post, the Incumbent and a leader of that sector of youth/children's/pastoral work (e.g. youth, Sunday club) will be in charge of the appointment.

All would-be paid staff and volunteers will be treated as job applicants for any position involving contact with children or young people or vulnerable adults. With this in mind, a short job description will be drawn up for every post, which will be treated as a contract, dated and signed by the candidate and Incumbent or child protection officer or sector leader. This contract will be given to the candidate and a copy retained at the Vicarage. It will be used for a 3 month review.

Prior to any appointment:

- a) Two written references will be sought and taken up from people who have experience of the applicant's paid work or volunteering with children / young people or vulnerable adults.
- b) All applicants will be required to complete any Church in Wales safeguarding Forms (currently CPP/1).
- c) All applicants will be required to complete a DBS (enhanced disclosure for those in contact with children and standard disclosure for church wardens and other officers). The parish cannot accept disclosures already held by applicants

All paid and voluntary appointments will be made conditional on the successful completion of a probationary period of three months, at the end of which their appointment will be reviewed by the Incumbent and sector leader (e.g. Sunday school). This review date will be noted on the person's contract.

The procedure for completing and submitting form CPP/1 and DBS checks will be repeated for all paid workers and volunteers as directed by the Church in Wales child protection team.

The names of all those who are authorised and appointed by the P.C.C. to work with children and young people are placed on a list which is held by the Incumbent; the references will be available to any Interview Panel but CPP/1 forms kept in the parish will only be viewed by the Incumbent.