



ARCHDIOCESE OF ST ANDREWS & EDINBURGH

Safe Recruitment of Volunteers Policy

Anyone who wishes to volunteer in a role involving Children, Young People under 16 or Protected Adults, must follow the Catholic Church's Safe Recruitment Process.

1. The prospective volunteer must complete:

(i) An Archdiocesan Application Form (up to date forms can be downloaded from the St Andrews & Edinburgh Archdiocesan website in the Resources section of 'Safeguarding' under 'Volunteer Application – regulated role').

(ii) A PVG Application Information Form for online process or a paper PVG Application where volunteer has no email address. (Application to Join PVG Scheme or Existing Member Application).

2. These forms should be checked by an ID Verifier (often the PSC) who will complete a Disclosure Scotland ID Checklist with the details of the volunteer and the documents viewed to confirm their identity. All the above documents should be returned to the Archdiocesan Office.

3. The archdiocesan safeguarding administrator will check the documents have been completed correctly. If there is no missing information, she will process them as follows:

Volunteer Application Form: Applicant and referee details will be entered on the database and reference requests will be issued. If the applicant has indicated they have already attended training, this will be checked and updated. If no training has been attended, the applicant will be added to the 'to be trained' list for follow up. The Personal Details Form will then be filed.

PVG Application: The administrator will check the information on the forms and input it online to begin the PVG Application process. This information is processed by Volunteer Scotland and passed to Disclosure Scotland who will email a link to the applicant request further information. If the applicant does not have an email address, the original paper form and process is used: administrator checks the forms, completes parts D and E as appropriate, completes a coversheet and sends with the application(s) to the National Office. Details of the application will be entered on the database and the Disclosure ID Checklist will be filed until the PVG Scheme Record Certificate is received.

4. If there is any missing information or information that is unclear, the administrator will contact the applicant and add or amend as necessary before processing. Where information

is outstanding or a document(s) has to be returned to the applicant, the paperwork will be held in a "pend" folder until the information is received or the document returned. If an online application, the details are added to a spreadsheet and checked regularly until all outstanding information is received.

Clergy and Paid Employees

5. All clergy (including visiting clergy) and paid employees, must pay for a PVG Scheme Record. The current cost is £59 for an Application to Join, and £18 for an Existing Member Application.

6. PVG Scheme ID. When the PVG Scheme Record Certificate is received, the administrator will update the database with PVG Scheme ID number and date issued. Where this is a 5-year update to the PVG Scheme, the PP and PSC are emailed to advise that we have received the update and the level of cover the volunteer has.

7. Listing or Barred: The DSA will decide if further information is required in relation to any conviction(s) listed and/or referral to the Diocesan Risk Assessment Management Team (DRAMT). The DSA will advise the administrator, PP and the PSC involved if there is a problem with the PVG and will update the database accordingly

Safeguarding Induction Training – Parts 1 and 2

8. All volunteers in regulated work must attend Safeguarding Induction Training Part 1.

9. When a volunteer has fulfilled all these requirements, an approval letter will be issued by the Safeguarding Team to the volunteer and the Parish Priest and Parish Safeguarding Co-ordinator will be emailed to confirm that the volunteer is approved to begin their ministry. Volunteers should not take up their position until this has been received.

10. After 18 months, the volunteer should attend safeguarding induction Part 2.

Contact:

Safeguarding Administrator – Margaret McCluskey (Margaret.McCluskey@staned.org.uk)

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