



Safe Recruitment of Volunteers Policy

Anyone who wishes to volunteer for the Catholic Church must follow the recruitment processes below – see Tier information for requirements.

Tier 1 (Regulated Roles)

The prospective volunteer must complete:

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).

For online applications, the form can be the word document or by means of the link to the online form.

An ID Checklist must be completed by the Parish Safeguarding Coordinator (PSC) with the details of the volunteer and the documents viewed to confirm their identity. (1 x photo ID and 2 x proof of address, dated within the last three months). Again a word document version can be used or it can be submitted via the link to the online form.

PVG Application Processing: The Safeguarding Administrator will check the information on the forms and input the application online to begin the PVG Application process, or send the paper (or offline) application to Disclosure Scotland.

For online applications, once submitted, an email to be sent to the applicant by Disclosure Scotland. This email will ask the applicant to set up a ScotAccount (guidance is given) and to click on a link to complete a fuller PVG application form. Once submitted, Disclosure Scotland will process the application and send the result to the ScotAccount. The applicant will be able to view their result there and should click on the 'share' button to share the result with the Catholic Church. This will send a copy to the Safeguarding Office and the applicant's records will be updated.

For paper or offline applications, once processed, Disclosure Scotland will send a paper PVG certificate to the applicant by post. Once received, the applicant must email the Safeguarding Administrator give their consent for their PVG result to be shared with the Catholic Church. If they do not do this, the process will not be completed and we will have to reapply.

An Archdiocesan Application Form giving volunteer information and details of two referees. Referees cannot be a relative, the Parish Priest or Parish Safeguarding Coordinator(s). This form should also be returned to the Safeguarding Administrator who will request the references.

Safeguarding Induction Training must also be completed. Details of online and face to face courses can be found on the Archdiocesan website under 'Safeguarding' then 'Training'.

When a volunteer has fulfilled all these requirements, an approval letter will be issued by the Safeguarding Team to the volunteer. The Parish Priest and Parish Safeguarding Coordinator(s) will be copied in to confirm that the volunteer is approved to begin their ministry.

Volunteers should not take up their position until this has been received.

Please note that online processes are much quicker than paper (offline) ones.

Tier 2

The prospective volunteer must complete:

An Archdiocesan Application Form giving volunteer information and details of two referees. Referees cannot be a relative, the Parish Priest or Parish Safeguarding Coordinator(s). This form should be returned to the Safeguarding Administrator who will request the references.

Safeguarding Induction Training must also be completed. Details of online and face to face courses can be found on the Archdiocesan website under 'Safeguarding' then 'Training'.

When a volunteer has fulfilled all these requirements, an approval letter will be issued by the Safeguarding Team to the volunteer. The Parish Priest and Parish Safeguarding Coordinator(s) will be copied in to confirm that the volunteer is approved to begin their ministry.

Volunteers should not take up their position until this has been received.

Tier 3

The prospective volunteer must complete:

A General Volunteer Application form at the parish. The reference request is sent out from the parish and the reply is stored securely there with the application form. Forms can be found on the Archdiocesan website under 'Safeguarding' then 'Resources'.

PVG Scheme Updates

Forms required are a **PVG application form** and an **ID Verification form**.

Once completed, the PP and PSC are emailed to advise that we have received the update and the level of cover the volunteer has.

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

