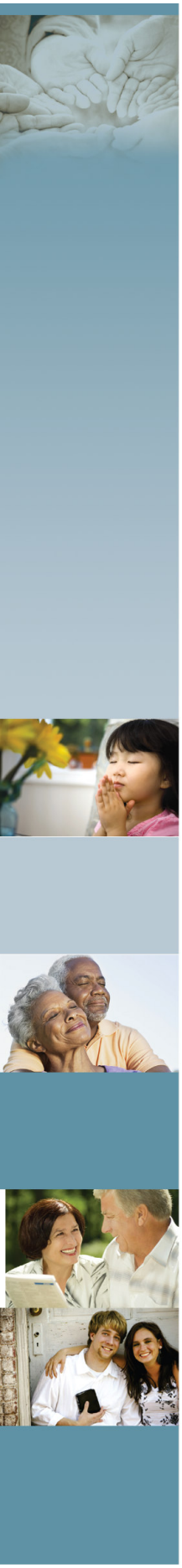
Roman Catholic Diocese of Leeds

Flowchart – Safe Recruitment of Volunteers



The volunteer is asked to take on a role in the parish, and is given:

1. a role description 2. a copy of the Diocesan A5-sized Safeguarding booklet
3. an application form - to return to the Parish Safeguarding Representative (PSR)
4. a Safeguarding Self Declaration (SSD) - to return to the PSR in a sealed envelope.

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The Parish Safeguarding Representative (PSR):

1. writes to the volunteer's referees*, enclosing a copy of the role description
2. completes a CRB Disclosure application with the volunteer (see the **Guide**)
3. sends the completed CRB Disclosure application, and the sealed SSD, to Hinsley Hall - along with the completed ID form and photocopies of ID documents
4. receives the volunteer's references and files them, and the application form, securely.

*not the Parish Priest or the PSR and no more than one member of the group being joined.

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The Diocesan Safeguarding Co-ordinator/Officer reviews the volunteer's SSD.
Is the SSD clear of anything that would disqualify them from the post sought?

No → The Diocesan Safeguarding Co-ordinator/Officer discusses the SSD with the volunteer. Have the concerns been answered?

- No → The volunteer can withdraw.
- Yes → ↓

The Diocesan Counter-Signatory checks the Disclosure application and sends it to the CRB.

- Volunteer receives their copy of the CRB Disclosure.
- The Diocesan Counter-Signatory receives the CRB Disclosure.

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Is the Disclosure free of blemishes? (convictions, cautions, etc?)

No → The Diocesan Safeguarding Co-ordinator/Officer discusses the Disclosure with the volunteer. Have the concerns been answered?

- No → The Diocesan Co-ordinator/Officer will deny the appointment. In some circumstances discussions may be held with the volunteer that allow the appointment to proceed.
- Yes → Counter-Signatory informs PSR that volunteer is suitable for appointment.

Yes → PSR issues letter of appointment to volunteer; notifies Parish Priest.