



## **VOLUNTEERING TO WORK IN THE PARISH**

If you are interested in becoming a volunteer to work with one of the many groups in our parish, there is an application procedure as follows:

- Induction
- Vetting
- Training

The application procedure is required so that the parish complies with legal requirements affecting appointments and to ensure that you are also aware of and committed to safeguarding principles.

### **Induction:**

This is a “getting to know you” stage. You complete a volunteer application form giving background information, your experience relevant to the group you want to work with and your reasons for making the application.

You also supply two referees who can vouch for you. The chair of the Safeguarding Committee approves the application before the vetting stage can begin.

### **Vetting:**

A volunteer cannot be appointed until vetting is completed. Vetting involves a legal check of all court and police records, to ensure that there are no legal barriers to your working with children or with adults at risk.

The legal check is an online process made by you with the statutory authority. We will assist you to prepare the forms and to explain online process. We do not see any of your personal information at any stage of the process which remains strictly private between you and the statutory authority.

Vetting is completed when the statutory authority informs us that we are free to appoint you. The chair of the Safeguarding Committee will then write to you to make your appointment. You will also sign an agreement to comply with all safeguarding policies of the parish.

### **Training:**

Training is made available by the Diocesan Safeguarding authorities in different locations throughout the Diocese. There is also provision for online training. Our Parish Office will send training course details to all volunteers from time to time. Refresher training takes place every three years.

### **General**

The Parish Office keeps a record of your appointment, your training history and your contact details. It does not collect any other type of information about volunteers.

The information is used to ensure that the parish complies with the safeguarding policies of the Church and of the legal authorities. It not used for any other purpose – your rights and the duties of the parish under data protection laws are fully complied with.