

FORM 3 INDIVIDUAL RECRUITMENT CHECKLIST

NAME.....

ROLE.....

ACTION

See the safer recruitment process for more info on the steps noted below
<https://panel.cymru/en/recruiting-volunteers>

Date

Initials

Application Form:

Interview/ discussion about the role:

Self-Disclosure form:

Qualifications Checked: (delete if not relevant)

Written References:

DBS DISCLOSURE:

Is this role eligible for a DBS check?¹

Yes/ no

DBS form issued or applicant informed of online option

Completed by the applicant and Identity verified.

Form sent to DBS by Panel or online

Panel has confirmed that the process is complete².

(date noted by safeguarding coordinator or church secretary)

4 yearly renewals completed:

Training:³

Note training courses attended and dates:

Probationary period:

start

end

Code of conduct (appendix 2a)⁴

Notes - including decision – notes on probationary period etc.

¹ See handbook section 2 or <https://panel.cymru/en/dbs> for DBS eligibility guidance

² A new applicant should not begin working with vulnerable groups until DBS confirmation is received

³ <https://panel.cymru/en/training>

⁴ https://panel.cymru/images/appendix_2a_-_our_safeguarding_code_of_conduct.pdf