|  |  |  |
| --- | --- | --- |
| **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]](#footnote-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 complete[[2]](#footnote-2).***  *(date noted by safeguarding coordinator or church secretary)* |  |  |
| *4 yearly renewals completed:* |  |  |
| **Training:[[3]](#footnote-3)**  *Note training courses attended and dates:* |  |  |
| **Probationary period:** *start*  *end* |  |  |
| **Code of conduct** (appendix 2a)[[4]](#footnote-4) |  |  |
| **Notes - including decision** *– notes on probationary period etc.* | | |

1. See handbook section 2 or <https://panel.cymru/en/dbs> for DBS eligility guidance [↑](#footnote-ref-1)
2. A new applicant should not begin working with vulnerable groups until DBS confirmation is received [↑](#footnote-ref-2)
3. <https://panel.cymru/en/training> [↑](#footnote-ref-3)
4. <https://panel.cymru/images/appendix_2a_-_our_safeguarding_code_of_conduct.pdf> [↑](#footnote-ref-4)