

Roles involved in regulated activity

Some roles that have more responsibility may also be involved in Regulated Activity.

This website will tell you more about regulated activities
www.anncrafttrust.org

The Diocese of Liverpool conducts DBS checks via the provider thirtyoneeight (31:8)
www.thirtyoneeight.org

Not all roles are eligible for a DBS check.

The role description (not the job title) and 31:8 are used to check eligibility and correct level of DBS.



**Diocese of
Liverpool**

Safeguarding matters

**For extra support you can contact
Deborah Doran
Safeguarding Support**

**Hours of work
Tuesday and Wednesday
8:30 - 5:30 pm**

**Tel 0151 705 2124,
or email
deborah.doran@liverpool.anglican.org**

**More information and links to the full
Safer Recruitment and People
Management Guidance are on
<https://liverpoolcofe.org/>**

VOLUNTEER SAFER RECRUITMENT GUIDE



**Diocese of
Liverpool**



Purpose of this guide

This guide aims to give a simplified overview of the process of Safer Recruitment.

Levels of Safer Recruitment

The following levels indicate mandatory expectations within Safer Recruitment and who they are likely to apply to; this is guidance, not an 'absolute' statement, and each appointment will be considered against the relevant role description.

- **Low risk roles** that support ministry e.g., welcomers, tea makers, flower arrangers and similar roles.
- **Roles with more responsibility**, including those who may work with children and vulnerable adults, but in a non-regulated activity. These roles are unlikely to need a DBS e.g. Treasurer, Leadership Team
- **Roles involved in or responsible for regulated activity** require an Enhanced DBS with or without Barred list check (children and/or vulnerable adults) e.g. PCC members, Playgroup leaders.

Low risk roles process

Step 1: You will meet with the recruiter for an informal discussion about the role and to explore your motivation for volunteering.

Step 2: You will get a

- Short role description
- Confidential declaration form to complete and Privacy Notice
- The confidential declaration is then reviewed by the Parish Safeguarding Officer (PSO). The PSO must discuss any declarations with the Diocesan Safeguarding Team.

Step 3: You will complete the basic level of safeguarding training. This is an online course but if you struggle with IT let your recruiter know.

Step 4: Once all checks are complete, issue you will get

- Confirmation of your appointment
- Code of Safer Working Practice guidance.
- An Induction programme

Volunteers must not start working until all checks and basic safeguarding training are complete.

All other roles process

Step 1: You will meet with the recruiter for an informal discussion about the role and explore to explore your motivation for volunteering.

Step 2: You will get

- An application form to complete including contact details for two references
- A detailed role description
- A confidential declaration form to complete and Privacy notice
- The confidential declaration form is reviewed by the Parish Safeguarding Officer(PSO). The PSO must discuss any declarations with the Diocesan Safeguarding Team.

Step 3: You will be invited for a more formal structured discussion or formal interview (depending on the role) to explore skills, experience, and motivation more deeply.

Step 4: The recruiter takes up and checks references and checks what level (if any) DBS is needed.

Step 5: Once all checks are complete, you will get a

- Formal letter of appointment
- Code of Safer Working Practice guidance
- Volunteer agreement
- An Induction schedule

Step 6: You will complete the levels of safeguarding training that are relevant to their role. There are three levels: Basic (compulsory for everyone), Foundation and Leadership