



# Safe Recruitment

## Policy, Practice, And Guidance



The Catholic Diocese of  
**Nottingham**

# Safer Recruitment Policy

As part of its commitment to ensuring that children, young people and adults are kept safe from harm, the Catholic Church in England and Wales will apply robust selection and appointment processes to anybody who is applying to work or minister within the Church in a role which gives them direct access to children or adults at risk or who may be otherwise vulnerable.

Reliance on a practice of untested trust is insufficient and Church bodies must adhere to the highest standards of practice and public accountability, while continuing to foster a spirit of trust and openness that reflects the values of the Church.

As part of the recruitment process, an application or personal details form must be completed by all those seeking to work with children and adults at risk or who may be otherwise vulnerable, and two references (including the current employer for paid positions) must be sought and provided.

For paid posts, a formal interview must be conducted and for unpaid posts, the prospective volunteer must participate in a formal discussion.

Roles working or ministering directly with children and adults at risk or may be otherwise vulnerable, will be checked for eligibility for a DBS Disclosure, and where eligible the Disclosure Certificate must be obtained before the person commences in role.

Anyone who is seeking to work with children or adults whether in a paid or unpaid capacity must be provided with the opportunity to self-disclose relevant conviction information.

For volunteers, relevant convictions will not need to be disclosed in advance or during the formal discussion about the role but must be discussed with the volunteer applicant before a decision about appointment is made.

The church body must satisfy itself that the paid or voluntary appointee is legally entitled to work in the UK.



# Safer Recruitment Practise and Guidance

## Contents

- 1.0. **Recruitment, Selection and Appointment Procedures for Employees and Volunteers**
  - 1.1. Pre-recruitment Preparation
  - 1.2. Advertising or making the vacancy or position known
  - 1.3. Shortlist and interview or formal discussion regarding role and suitability
  - 1.4. Employment Checks
  - 1.5. Appointment
  - 1.6. Safer Recruitment Flowchart for Employees
  - 1.7. Safer Recruitment Flowchart for Volunteers
- 2.0 **Safer Appointments of Clergy**
  - 2.1 Appointment of Clergy (Diocesan) and
    - 2.1.1 *Appointment of Clergy (Non-Overseas) Flowchart*
  - 2.2 Appointment of Overseas Clergy
    - 2.2.1 *Appointment of Overseas Clergy Flowchart*
  - 2.3 Diocesan Clergy Ministering Overseas
  - 2.4 Clergy Temporarily Ministering During Visits to the Diocese
  - 2.5 Clergy Travelling to and from the Diocese
  - 2.6 Religious Orders Ministering in Diocesan Parishes
  - 2.7 The Personal Ordinate of Our Lady of Walsingham
  - 2.8 Syro Malabar
  - 2.9 Syro Malankra
  - 2.10 Deacons
  - 2.11 Polish Catholic Mission
  - 2.12 Chaplaincies

## Appendices

- A. DBS Volunteer Registration Form and Non-DBS Volunteer Registration Form
- B. Volunteer Reference Request Form
- C. Written Agreement for Volunteers
- D. Employee Registration Form
- E. Application for Ministry in the Diocese of Nottingham Form
- F. Application for Employment
- G. Employment Reference Form

*NB: All DBS forms can be requested from the Safeguarding Office and available to download from the Diocesan website; [dioceseofnottingham.uk/departments/safeguarding/safeguarding-resources-forms](http://dioceseofnottingham.uk/departments/safeguarding/safeguarding-resources-forms)*



### 1.0 Recruitment, Selection and Appointment Procedure for Employees and Volunteers

#### 1.1 Pre-Recruitment Preparation

1.1.1 The case for the new appointment, the position of the appointment within existing structures and where appropriate, provision of supervision and management of the role should be clarified. This document will work alongside the canonical agreement for clergy.

1.1.2 The Safeguarding Office should be consulted about recruitment to the post to determine whether an Enhanced DBS Disclosure/Barred list check will be required, and to ensure that other safeguarding considerations are considered at an early stage.

##### 1.1.3 Job/role description and person specification

A job or role description<sup>[1]</sup> and person specification for the role must be developed and formal and detailed job descriptions drawn up for paid appointments by the employing body.

1.1.4 The job or role description should include:

- A detailed description of the work that reflects the specific nature of the role and the specific aspect of the role that justifies the requirement for a DBS Disclosure (where appropriate);
- A list of responsibilities, including the responsibility to become familiar with the National Safeguarding Policies and Procedures;
- The duty to promote safe practice, minimise all risks of abuse and take action to report concerns and/or allegations.

##### 1.1.5 Application or 'personal details form'

An application or personal details form must be completed by all those seeking to work with children and adults at risk. Template application/registration forms and reference requests are available to download on the Diocesan website at safeguarding – parish resources- safer recruitment. See Appendix A.

*1] Job descriptions should be reviewed annually or at an agreed interval to ensure that they continue to reflect the work being undertaken*



1.1.6 The application or personal details form should also:

- State whether or not the role will require a DBS Disclosure and if so, when sending out the application form, include the Policy Statement on the Recruitment of Ex-Offenders or signpost the applicant to it;
- Request the names and contact details of a minimum of two referees (including the current employer for paid positions) and ask whether references can be taken up before interview. Applicants must seek permission from referees in advance of providing their contact information for the purpose of providing a reference. See Appendix B.
- State that identity will be verified and whether this is to be done at interview, following an offer of appointment or, for eligible roles, as part of the DBS application process.
- State that where required for certain positions, there will be a requirement to disclose and discuss relevant convictions at interview or another agreed time after interview. The applicant should not be required to disclose relevant convictions in advance of being offered an interview or formal discussion to assess their suitability for the role.
- State that the National Database will be checked in respect of all applicants before any offer of appointment is confirmed.

## **1.2. Advertising or Making the Vacancy or Position Known**

1.2.1 Advertise the post or make the position known, noting where required for certain roles, the requirement for a DBS check

1.2.2 If someone comes forward independently and offers unsolicited services, the requirement for the following safeguarding checks must be made known as soon as possible

- Verification of Identity - see also DBS Information Sheet – Identity Verification);
- Safeguarding Self Declaration (SSD) where the role is eligible – see also Policy Statement on Recruitment of Ex-Offenders;
- DBS Disclosure, where the role is eligible;
- Uptake of satisfactory references;
- Eligibility to Work in UK  
([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/286642/summary-guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286642/summary-guidance.pdf))
- Required health checks.

## **1.3. Shortlist and Interview or Formal Discussion Regarding Role and Suitability**

1.3.1 Select suitable applicants for interview or discussion and for those short-listed, send a safeguarding self-declaration form for completion and advise that the completed form should be brought to interview.

1.3.2 For paid posts, a formal interview must be conducted and for unpaid posts, the prospective volunteer must participate in a formal discussion.

1.2.3. Both formal interviews and formal discussions should be used to assess the candidate's suitability including experience and skills for the role as well as motivation and attitude.

1.3.4 The interview or formal discussion should also be used to inform the applicant about the requirements of the role, expectations, time-commitment, training and support provisions.

1.3.5 For paid positions, the completed Safeguarding Self-Disclosure (SSD) form should be discussed at the end of the formal interview process or at another agreed time after the interview. This process ensures that the applicant has the opportunity to provide context and explanation in respect of any relevant convictions.

1.3.6 The discussion about relevant convictions is to be fully documented on the Safeguarding Self-disclosure form (SSD) which is used by the applicant to disclose relevant offences.

1.3.7. For volunteers, relevant convictions do not need to be disclosed in advance or during the formal discussion about the role. The completed Safeguarding Self-Disclosure (SSD) is to be sent to the safeguarding office for processing with the DBS application. Relevant convictions will be discussed with the volunteer applicant before a decision about appointment is made.

1.3.8 If identity verification is to take place at interview, applicants should be asked to bring original documentary evidence of identity to the interview in addition to completing the Catholic Church Identity Verification Form. Alternatively, arrangements can be made to verify identity after an offer of appointment is made.

## **1.4 Employment Checks**

### **1.4.1 Uptake of Satisfactory References**

1.4.2. For all posts, references from relatives or the current Parish Priest or Deacon are not acceptable. All references should be sought directly from the referee; generic references or those addressed "To whom it may concern" are not acceptable. Those appointing (e.g. Parish Priest, Diocesan/Congregational HR or Care Home Manager) are responsible for satisfying themselves that references are authentic and should follow up with the referee by telephone or face to face discussion where:

- ♦ There are negative or ambiguous statements;
- ♦ There are gaps in information in the reference and further information is required;
- ♦ There is inconsistent information in the reference that you consider requires clarification;
- ♦ There are doubts about the authenticity of the reference.



1.4.3 In the event that any safeguarding concerns arise on receipt of a reference, advice can be sought from the Director of Safeguarding in the diocesan safeguarding office.

#### **1.4.4 DBS Disclosure**

For eligible roles, the DBS Disclosure process is only undertaken once a provisional job/role offer has been made.

1.4.5 When an existing office holder, employee or volunteer transfers into a position eligible for a DBS Disclosure, or a position that requires a different level of check, they will then be asked to undertake the Disclosure application process.

1.4.6 If the individual indicates they have an existing DBS Disclosure Certificate and have subscribed to the Online Update Service, any check made must be in accordance with the requirements of the DBS.

1.4.7 The CSSA National Database will be checked before any new application is made to the DBS to determine whether an existing suitable check has already been made and whether relevant risk information is available.

1.4.8 If the individual needs a new DBS Disclosure the safeguarding office or the safeguarding representative can advise on eligibility and the level of check required. The Safeguarding Office or Safeguarding Representative will initiate the application process, dependent upon role of appointee. The application process will include ID verification and self-disclosure of relevant offences. The details of the application will be added to the National Database. The DBS forms are downloadable from the diocesan website [dioceseofnottingham.uk/departments/safeguarding/safeguarding-resources-forms](https://dioceseofnottingham.uk/departments/safeguarding/safeguarding-resources-forms).

1.4.9 Appointee's who have lived in an overseas country in the last 5 years will also require an overseas or global check in addition to the DBS clearance. If an appointee cannot provide the last 5 years of their address and a check cannot be completed, they cannot be appointed to a role working with children or adult vulnerable groups.

1.4.10 Applicants for a volunteer role who are from overseas will be required to have been a resident in the UK for at least 6 months before qualifying to volunteer in the Diocese. Applicants will be subject to an overseas check and cannot apply for a volunteer role that requires a DBS clearance until 2 years residency.

#### **1.4.11 Identity Verification**

Employees and volunteers are all required to evidence their identity as part of the DBS Disclosure process. For roles that are not eligible for DBS Disclosure, the appointing person should verify the identity of the applicant in line with the documents accepted by the DBS.

#### **1.4.12 Safeguarding Self Declaration (SSD)**

Anyone who is seeking to work with children or adults whether in a paid or unpaid capacity must be provided with the opportunity to self-disclose relevant conviction information. This is a DBS Code of Practice requirement and applies to anyone being asked to have an Enhanced Disclosure.

1.4.13 The completed Safeguarding Self Declaration (SSD) should be handed to the Safeguarding Representative or relevant person in a sealed envelope for confidentiality purposes and sent to the Safeguarding Office for processing.

1.4.14 The front page of the SSD clearly indicates how any information will be handled and how long the completed form will be retained for. This form also indicates that details of the DBS Disclosure will be retained on the National DBS Database.

1.4.15 In circumstances where the completed SSD is submitted to the Safeguarding Office in advance of the completed DBS application, the Counter-signatory has the discretion to determine the maximum validity of the completed SSD subject to a minimum period of 3 months.

1.4.16 For paid positions, applicants will be required to bring the completed SSD if invited for interview and as part of the process any relevant convictions will be discussed. Applicants should also be informed that the National Database will be checked in respect of all short-listed applicants.

#### **1.4.17 Right to Work in the UK**

The appointing organisation/employer must satisfy itself that the paid or voluntary appointee is legally entitled to work in the UK. Please refer to the **“Summary Guide for Employers on Preventing Illegal Working in the UK”** available from the UK Visas and Immigration website.

#### **1.4.18 Required Health Checks**

Refer to HR for advice as to whether relevant health checks are required.



## 1.2. Appointment

1.5.1 Appointments should not be confirmed until a satisfactory DBS Disclosure has been received. Following appointment, the use of Disclosures must not be viewed as the final step in the process and should not replace the need for on-going vigilance, careful supervision, and sound management.

1.5.2 Employees and volunteers should sign a document to indicate that they have received and understood the job/role description and agree to adhere to the Diocesan safeguarding policies and procedures. This should be retained by the Safeguarding Representative or employer. See Appendix C, Written Agreement for Volunteers

1.5.3 Any employees or volunteers who have been recruited by a parish, before this guidance will be required to complete an employee/volunteer registration form if no application/registration form was completed when appointed and will also be provided with a role description. See Appendix D.

1.5.4 Volunteers who leave their role but wish return after 3 months, will be required to complete the safer recruitment process.

# 1.6 Safer Recruitment of Employees

## Planning

Clarify case for new appointment, position within the organisation, & management and supervision arrangements

Consult Policy and Practice Guidance regarding recruitment to determine level of DBS Disclosure required, if any, and other safeguarding considerations

## Registration

**Develop Job Description, Person Specification and Application Form for the role.**

**Advertise, as required and ensure applicants are notified that the following will be required:**

- 1. Verification of identity at or after interview**
- 2. At least two satisfactory references, one of whom should be the current manager, if employed**
- 3. DBS Disclosure if the role is eligible and**
- 4. Disclosure of previous relevant convictions at interview or another agreed time after interview**

## Selection

**Shortlist from completed applications and invite to formal interview/discussion.**

**Panel Interview with set questions and scoring sheet for employees and formal discussion for volunteers.**

**Letter of appointment pending required checks**

## Checks

**Take up References, using reference pro-forma**

**Right to work in UK check**

**ID verification**

**Submit DBS application form, if eligible**

**Health checks where required**



**Confirmation of appointment, pending the above**



# Post-Appointment

## Recordkeeping

- Probationary period & expectations clarified in writing
- Induction Process, including safeguarding practice, policies & procedures

## Support & Development

- Supervision and support
- Training and development opportunities
- Appraisal

# 1.7 Safer Recruitment of New Volunteers

## Planning

Parish Priest or group leader passes information on any new potential volunteer to Safeguarding Representative who ensures that a role description for the post exists.

Consult with the Diocesan safeguarding team regarding recruitment to determine level of DBS Disclosure required, if any, and other safeguarding considerations.

## Registration

**Safeguarding Representative issues the new volunteer recruitment pack to the potential volunteer.**

**Potential volunteer to complete and return the pack to the PSR.**

## Selection

**Safeguarding Representative to ensure that formal discussion about the role is undertaken by most appropriate person (usually group leader)**

## Checks

**For DBS eligible roles the PSR will verify the ID and send off for the references.**

***(ID checks should still be made for non DBS roles to verify the individual)***

**PSR to send DBS pack and copies of ID to the safeguarding office for DBS submission. Written References to be confirmed as acceptable up by the PSR or other parish lead for the recruited role.**

**DBS check managed through the Diocesan Safeguarding Office**



**Confirmation of appointment, pending satisfactory references and DBS Disclosure.**



# Post-Appointment

## Recordkeeping

- Letter of Appointment signed by parish priest and sent to volunteer
- 2 x copies of Volunteer agreement (1 x to be returned to the parish and 1 for the volunteer)
- Code of conduct, details of policy and procedures and safeguarding courses to be completed given to volunteer

**All paperwork to be kept in secure locked non-portable cabinet and volunteer details recorded in 'volunteer record book' or similar.**

## Support & Development

**Support arrangements and supervision if required - Induction.**

**Training and development opportunities**

## 2.0 Safer Appointments of Clergy

**These steps are to be followed alongside the canonical process for appointments of clergy.**

**See Bishops House checklist appendix E.**

### 2.1 Appointment of Clergy (Non Overseas)

2.1.1 On receipt of the testimonial of suitability by the Bishop of a priest/clergy who has expressed interest to minister in the Diocese of Nottingham, a safer appointment process will follow.

2.1.2 On issuing the letter of conditional appointment, Bishop's House will email a copy to the Director of Safeguarding and provide contact details. Bishops House will send the applicant an application form, and a confidential declaration form.

2.1.3 On receipt of the completed application and confidential declaration form, a zoom or face to face meeting will held with the Bishop and applicant to assess suitability.

2.1.4 References will be applied for by Bishop's House and they will notify the Director of Safeguarding via email to begin safer recruitment checks.

2.1.5 The Safeguarding office will contact the applicant for further information to apply for DBS clearance and direct them to any safeguarding online training they should complete. The Director of Safeguarding will contact the applicants current safeguarding office and make enquiries as to whether the applicant has been subject to any safeguarding concerns or investigations.

2.1.6 When the DBS clearance is complete, the Safeguarding Office will forward any information to Bishops House via email that the checks are complete and if any concerns have been raised. Bishop's House will continue with the clergy appointment process.

2.1.7 The safeguarding office will contact the member of clergy to arrange a safeguarding induction meeting at the diocesan safeguarding office once they have arrived in their post, within the first month.

2.1.8 Safeguarding induction meeting will take place and include:

- ♦ Introduction to the safeguarding team
- ♦ Understanding roles and responsibilities of safeguarding
- ♦ Professional boundaries and safeguarding
- ♦ Cultural differences
- ♦ Safeguarding training requirements
- ♦ Catholic church and safeguarding in England
- ♦ CSSA function and website details
- ♦ Parish safeguarding book
- ♦ Caring safely for others – pastoral care guidance for clergy.

2.1.9 Parish Safeguarding Representative will be informed by the Director of Safeguarding that the member of clergy has received their safeguarding induction and the next steps for their attention.



## 2.1.10 Safer Recruitment of Clergy (Non Overseas) flowchart

### Notifications

On receiving the notification of a priest expressing interest to minister in the Diocese of Nottingham, the Bishop will make relevant enquiries with the overseas Diocese and Bishop obtain a testimonial of suitability. Any letter of proposed appointment is conditional to satisfactory completion of the safer recruitment checks and satisfactory references.

### Checks

**Safeguarding office begin checks**

**Application sent to applicant, request for references and face to face meeting/interview.**

### Confirmation

**DBS check applied for and applicant directed to any safeguarding training to complete.**

### Safeguarding Practise

**DBS clearance complete. The Bishop and VG will continue with the clergy appointment process.**

**Arrangements for safeguarding induction.**



### Appointment

**Appointment confirmed by BH and Clergy member in Post.**



# Post-Appointment

## Inductions

**Safeguarding Induction meeting at the safeguarding office:**

- Introduction to the safeguarding team
- Induction safeguarding pack.
- Parish Safeguarding Representative will be informed by the SSC that the member of clergy has received their safeguarding induction and the next steps for their attention.

## Support & Development

**Ongoing Safeguarding training through ministry.**





## 2.2 Appointment of Overseas Clergy

2.2.1 On receiving the notification of an overseas priest expressing interest to minister in the Diocese of Nottingham, the Bishop will make the relevant enquiries with the overseas diocese and the Bishop to obtain a testimonial of suitability. Any letter of appointment should stipulate that appointment is conditional to satisfactory completion of the safer recruitment checks that will follow.

2.2.2 On issuing the letter of appointment, Bishop's House will email a copy to the Director of Safeguarding. Please provide additional information on the email of the country of origin and an email address to contact the member of clergy.

2.2.3 Bishops House will send the applicant an application form, and a confidential declaration form.

2.2.4 On receipt of the completed application and confidential declaration form, a zoom or face to face meeting will be held by the Bishop with another nominated person and the applicant to assess suitability.

2.2.5 References will be applied for by Bishops House and they notify the Director of Safeguarding via email to begin safer recruitment checks.

2.2.6 The safeguarding office will contact the applicant for further information to apply for a criminal overseas check and direct them to any safeguarding online training they should complete. The Director of Safeguarding will contact, if in existence, the safeguarding contact at the overseas diocese and make enquiries as to whether the applicant has been subject to any safeguarding concerns or investigations.

2.2.7 When the overseas checks are complete, the Safeguarding Office will forward any information to the Director of Safeguarding and Bishops House via email that the checks are complete and if any concerns have been raised. The Bishop and Vicar General will continue with the clergy appointment process.

2.2.8 The safeguarding office will contact the member of clergy to arrange a safeguarding induction meeting at the diocesan safeguarding office once they have arrived in their post, within the first month.

2.2.9 Induction meeting will take place and include:

- ♦ Introduction to the safeguarding team
- ♦ Understanding roles and responsibilities of safeguarding
- ♦ Professional boundaries and safeguarding
- ♦ Safeguarding training requirements
- ♦ DBS process and 6-month date for UK DBS application
- ♦ Catholic church and safeguarding in England
- ♦ CSSA function and website details
- ♦ Parish safeguarding handbook.  
Caring safely for others – pastoral care guidance for clergy.

2.2.10 Parish Safeguarding Representative will be informed by the safeguarding office that the member of clergy has received their safeguarding induction and the next steps for their attention.



## 2.2.12 Safer Recruitment of Clergy (Overseas) flowchart

### Notifications

On receiving the notification of a priest expressing interest to minister in the Diocese of Nottingham, the Bishop will make relevant enquiries with the overseas Diocese and Bishop obtain a testimonial of suitability. Any letter of proposed appointment is conditional to satisfactory completion of the safer recruitment checks and satisfactory references

### Checks

**Safeguarding office begin checks**

**Application sent to applicant, request for references and face to face meeting/interview.**

### Confirmation

**DBS check applied for and applicant directed to any safeguarding training to complete.**

### Safeguarding Practise

**DBS clearance complete. The Bishop and VG will continue with the clergy appointment process.**

**Arrangements for safeguarding induction.**



### Appointment

**Appointment confirmed by BH and Clergy member in Post.**



# Post-Appointment

## Inductions

**Safeguarding Induction meeting at the safeguarding office:**

- Introduction to the safeguarding team
- Induction safeguarding pack
- Parish Safeguarding Representative will be informed by the DS that the member of clergy has received their safeguarding induction and the next steps for their attention.

## Support & Development

**Ongoing Safeguarding training through ministry.**



### **2.3 Diocesan Clergy Ministering Overseas**

For Clergy who move overseas under the appointment of the Bishop for the Diocese, an overseas check must be carried out every 3 years for the country of residency. When the individual returns to the diocese an overseas check should be applied for and then a DBS check 6 months after, if they remain in the UK.

### **2.4 Clergy Temporarily Ministering During Visits to the Diocese.**

All clergy who plan to visit the diocese and minister on a temporary basis, such as summer supply or by invitation of a parish priest must obtain permission of the Bishop in writing.

Bishops House will inform the safeguarding office of all clergy who enter the diocese for any period of time in order for safeguarding checks to be carried out where relevant.

Overseas clergy temporary ministering in the diocese will require an overseas check and will not minister until safeguarding clearance has been received.

Non-overseas clergy who will be visiting and ministering in the diocese for a maximum of three months will be required to produce a valid celebret card to Bishops House who will inform the safeguarding office so checks can be made to ensure a valid DBS is in place. To minister on a one off basis and not a period of time, the celebret must be produced to the Parish priest where the ministry will take place.

### **2.5 Clergy Travelling to and from the Diocese**

Any member of the clergy who ministers in the diocese and returns to a country of origin or travels to and resides in another country for a period of 6 months or more, will require new permission from the Bishop, if planning to return to the diocese to minister.

Bishops House will inform the safeguarding office and a new overseas check will be applied for.

Clergy will not minister until safeguarding clearance has been received.

### **2.6 Religious Orders Ministering in Diocesan Parishes**

Bishops House will notify the safeguarding office of any new religious priest arranged to minister in the diocese, whether appointed by the Bishop or to minister within the order in their own parish.

In conjunction with the canonical agreement between the diocese and religious, a religious priest will have a DBS check carried out by the diocesan safeguarding office and safeguarding checks of files will be obtained through the RLSS for each religious order.

**If religious orders are ministering within their own parish in the diocese, all checks will be carried out are the responsibility of the RLSS.**

Religious will not minister until safeguarding clearance has been received.

## 2.7 The Personal Ordinariate of Our Lady of Walsingham

Where a member of clergy or a congregation worship in the diocese, the lead for the congregation should seek permission from the Bishop. Bishop's House will inform the safeguarding office and the lead for the congregation will be contacted and asked to provide their safeguarding representatives details and a list of all volunteer role that require a DBS check. DBS checks will be completed by the safeguarding office and safeguarding training provision will be provided to all who hold relevant roles.

## 2.8 Syro Malabar

Syro Malabar clergy have their own safeguarding structure in place but in some cases a priest may also be appointed by the Diocese Bishop, to minister within a parish. Where a priest from the Syro Malabar is also appointed by the Bishop to minister for the Diocese, Bishops House will inform the safeguarding office at the application stage of the appointment. Checks will be made by the safeguarding office with the Syro Malabar Safeguarding Officer to establish overseas and DBS status and will decide on the most appropriate action on a case by case basis jointly with Syro Malabar.

## 2.9 Syro Malankara

Currently please refer to the steps guide for appointment of overseas priests.

## 2.10 Deacons

Once a candidate has been granted permission by the Bishop (following the selection interview of the formation team) to access the formation process to train to become a Deacon, Bishops House will inform the safeguarding office so that DBS status can be checked and applied where necessary. **Deacons will be required to attend a safeguarding induction which will be arranged once DBS clearance has been received.**

## 2.11 Polish Catholic Mission

When the Bishop receives notification that a priest from the Polish Catholic Mission will be ministering in the Diocese, Bishops House will inform the safeguarding office and provide contact details for the priest. **The priest will provide a Polish criminal record certificate with their testimonial of suitability to the Bishop. The certificate will represent the overseas check and in 6 months after arrival, a DBS check will be carried out by the safeguarding office. All new priests will receive a safeguarding induction.**

## 2.12 Chaplaincies

Bishops House will inform the safeguarding office of any chaplaincies operating in the diocese schools, hospitals, prison and forces. The organisation that employs a chaplain are responsible for the DBS check and safeguarding training for their employee. Any further training or checks will be carried out by the Diocese dependent of any additional duties within the Diocese.

## 2.13 Seminaries

Once a candidate has been granted permission access into the seminarian process, bishops house will inform the safeguarding office and a DBS check will be applied. Where the seminarian moves overseas for study for over 6 months, on their return to the Diocese, an overseas check will also be applied for. If the seminarian remains overseas for a period of 3 years, an overseas check will be applied for the country of residence.



***All Clergy who minister in the Diocese of Nottingham must seek permission or be appointed by the Bishop. Bishop's House will inform the safeguarding office of all new clergy to ensure all relevant checks can be carried out before active ministry takes place.***

*Bishop's House will inform the safeguarding office of any clergy who leave the Diocese to ensure safeguarding and DBS records can be updated and to pass on any relevant safeguarding information.*

Responsible Person	Rachael Campion
Date first approved by Trustees	July 2022
First Review Date	February 2024
Next Review Date	February 2025
Author	Rachael Campion



# Appendices

- A. **DBS Volunteer Registration Form and Non-DBS Volunteer Registration Form**
- B. **Volunteer Reference Request Form**
- C. **Written Agreement for Volunteers**
- D. **Employee Registration Form**
- E. **Application for Ministry in the Diocese of Nottingham Form**
- F. **Application for Employment**
- G. **Employment Reference Form**

## Appendix A

DBS 1



The Catholic Diocese of  
**Nottingham**

### Registration Form For Volunteers Roles Involving Children, Young People And Vulnerable Adults

#### VOLUNTEER ROLE

Name of Parish:	
Role(s) you are volunteering for:	

#### PERSONAL INFORMATION

Title	
First and additional names	
Surname	
Address	
Postcode	
Preferred telephone number	
Email address	

#### VOLUNTEERS FROM OUTSIDE OF THE UK

If you are from the European Union, you can volunteer in the UK. If you are from outside the EU, you will need to check that your visa allows you to volunteer.

Individuals who are asylum seekers, with refugee status or who have exceptional leave to remain can volunteer.



The UK Borders and Immigration Agency should be contacted if there is any uncertainty about permission to volunteer in the UK.

**Are you permitted to volunteer in England and Wales?**

**Please tick**

Yes	
No	

**SKILLS, EXPERIENCE AND PERSONAL QUALITIES**

Please describe your skills, experience and personal qualities and how you think they will help you in the roles you are seeking to volunteer in.

**REFEREES**

Please provide the names and addresses of two people who would be willing to provide a reference for you. Ideally, these will be people that have known you for at least 2 years e.g. current or previous employer, somebody from another volunteering role, friend, neighbour or tutor. Your Parish Priest, Deacon, members of your diocesan safeguarding team or family members cannot be used as referees. We will be contacting the people you detail below for the purpose of obtaining a reference for you, in respect of this specific role. You must seek permission from your referees, in advance of providing their contact details for the purpose of providing a reference. Please confirm below for each referee, that you have obtained their consent.

<b>Referee 1</b>	
Name and capacity in which the person knows you	
Full address (including postcode)	

Telephone number	
Email address	
I confirm that consent has been obtained from the referee, to provide their name and contact details, for the purpose of providing a reference for this specific role.	
<b>Referee 2</b>	
Name and capacity in which the person knows you	
Full address (including postcode)	
Telephone number	
Email address	
I confirm that consent has been obtained from the referee, to provide their name and contact details, for the purpose of providing a reference for this specific role.	

## REHABILITATION OF OFFENDERS ACT 1974

If the role that you are seeking to volunteer for involves working with or has access to children or adults at risk, you may require a Disclosure and Barring Service check. If this is the case, the role description will state that the role is exempt from the Rehabilitation of Offenders Act. If you are seeking to volunteer for such a role, you are not entitled to withhold information even if you have convictions which would ordinarily be considered to be "spent".

Before you take up a voluntary position with children or adults at risk you will be asked to disclose any previous, existing or pending convictions or cautions. This will be in addition to completing a Disclosure and Barring Service check.

Possession of a conviction or caution will not necessarily mean that you will not be able to volunteer. Each case will be considered individually.

If you fail to disclose any criminal convictions or cautions, including those "spent", it could result in you not being able to volunteer.

### **PRIVACY STATEMENT**

The information that you provide on this form will be processed in accordance with the General Data Protection Regulation 2018, the Data Protection Act 2018 and our Privacy Notice which is attached. This form will be held securely, confidentially, will not be shared with third parties and will be retained in accordance with our record retention schedule.

### **DECLARATION**

I understand that providing misleading or false information may disqualify me from volunteering.

Signature:

Date:

**PLEASE RETURN THIS FORM TO:**

**Full Name:**

**Position:**

**Address**



The Catholic Diocese of  
**Nottingham**

## REGISTRATION FORM FOR NON DBS VOLUNTEER ROLES

### VOLUNTEER ROLE

Name of Parish:	
Role(s) you are volunteering for:	

### PERSONAL INFORMATION

Title	
First and additional names	
Surname	
Address	
Postcode	
Preferred telephone number	
Email address	

### VOLUNTEERS FROM OUTSIDE OF THE UK

If you are from the European Union, you can volunteer in the UK.  
If you are from outside the EU, you will need to check that your  
visa allows you to volunteer.

Individuals who are asylum seekers, with refugee status or who have exceptional leave to remain can volunteer.

The UK Borders and Immigration Agency should be contacted if there is any uncertainty about permission to volunteer in the UK.

**Are you permitted to volunteer in England and Wales? Please  
tick**

Yes	
No	

### **SKILLS, EXPERIENCE AND PERSONAL QUALITIES**

Please describe your skills, experience and personal qualities and how you think they will help you in the roles you are seeking to volunteer in.

### **REFEREES**

Please provide the names and addresses of two people who would be willing to provide a reference for you. Ideally, these will be people that have known you for at least 2 years e.g. current or previous employer, somebody from another volunteering role, friend, neighbour or tutor. Your Parish Priest, Deacon, members of your diocesan safeguarding team or family members cannot be used as referees. We will be contacting the people you detail below for the purpose of obtaining a reference for you, in respect of this specific role. You must seek permission from your referees, in advance of providing their contact details for the purpose of providing a reference. Please confirm below for each referee, that you have obtained their consent.

<b>Referee 1</b>	
Name and capacity in which the person knows you	
Full address (including postcode)	
Telephone number	
Email address	
I confirm that consent has been obtained from the referee, to	

provide their name and contact details, for the purpose of providing a reference for this specific role.	
<b>Referee 2</b>	
Name and capacity in which the person knows you	
Full address (including postcode)	
Telephone number	
Email address	
I confirm that consent has been obtained from the referee, to provide their name and contact details, for the purpose of providing a reference for this specific role.	

### PRIVACY STATEMENT

The information that you provide on this form will be processed in accordance with the General Data Protection Regulation 2018, the Data Protection Act 2018 and our Privacy Notice which is attached. This form will be held securely, confidentially, will not be shared with third parties and will be retained in accordance with our record retention schedule.

### DECLARATION

I understand that providing misleading or false information may disqualify me from volunteering.

Signature:

Date:

### PLEASE RETURN THIS FORM TO:

**Full Name:**

**Position:**

**Address**

## Appendix B



The Catholic Diocese of  
**Nottingham**

### Volunteer Reference Request

[ Address]  
DD/MM/YYYY

Dear [ Name of referee]

**RE:     Reference request for [ Name of Applicant]**

[ Name of Applicant] has nominated you to provide a reference for them.

I am enclosing a role description for the post and look forward to receiving your views on [ Name of Applicant]'s suitability to work with children, young people and vulnerable adults. Please complete the attached form as honestly and accurately as you can to the best of your knowledge. Please disclose how long you have known this person and in what capacity. This standard procedure is part of our national safe recruitment policy. The welfare of children, young people and vulnerable adults in our parishes is paramount and therefore all volunteers who are working with vulnerable groups are asked to undertake this process. As there are many volunteer roles currently being undertaken by parishioners within the Catholic Church, the enclosed form is generic. If there is any aspect of the reference request form about which you feel unable to comment, then please state this in the appropriate section on the form.

Thank you very much in anticipation for your cooperation. Please do not hesitate to contact the Safeguarding Department on 0115 953 9850 should you have any concerns or areas about which you would like clarification.

Yours sincerely

Signature:

Name:

Local Parish Safeguarding Representative

Enc.



The Catholic Diocese of  
**Nottingham**

DBS 2

## Volunteer Reference Request

The role that this candidate has applied for involves contact with and responsibilities towards children and / or adults at risk.

**Please answer all questions honestly and accurately to the best of your knowledge.**

**A. To be completed by recruiters**

Applicant name	
Parish	
Applicant Job Title:	

**B. To be completed by referees**

Name	
Telephone number	
Email	
Address	
How long have you known the applicant and how well do you know the applicant?	
What is your relationship to the applicant?	



**C. Information about the applicant – please comment on your experience of the applicant (if you do not know, please state not known):**

Reliability	
Integrity	
Ability to assume responsibility	
Ability to get on well with others and manage conflict	
Ability to learn quickly	
Enthusiasm and commitment	
Ability to work on their own and as part of a team	
Ability to follow instructions	
Is there anything else you would like to add about this applicant / do you have any other information you feel would be relevant to us in relation to suitability for this role?	

**D. Statement of truth and signature**

Statement of truth & Signature	I certify that the information that I provide in this reference is true, to the best of my knowledge:
Date:	[ sign here ]
Date Reference Completed	

## Appendix C



### The Catholic Diocese of Nottingham

#### Written Agreement For Volunteers

This agreement sets out what we can reasonably expect from your volunteering role in your parish. We appreciate you volunteering with us, and we are committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

##### 1. Volunteer role

Name of Volunteer:

-----

Volunteer Role:

-----

Start Date:

-----

We welcome you at:

-----

##### 2. Induction and training

We want to help you give the best possible service to your group, so we will meet with you to talk about your role. If you feel that you have any training or development needs in respect of this role, please speak to your group leader, PSR or parish priest dependent on your role. We will also provide training to assist you to meet the standards we expect from volunteers to ensure your health and safety.

##### 3. Supervision and support

We want to make sure that you know the resources and support available to you. We intend that you should not work unsupported or unsupervised. The person designated to give you support is:

-----

The responsibilities of your role have been given to you in a role description and discussed with you in detail. Any further questions that arise from time to time can be discussed with:

-----

Please give your designated person as much notice as possible if you are unable to volunteer when expected.

##### 4. Expenses

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Details of these expenses and how to claim them are set out below.

[INSERT DETAILS OF YOUR PARISH EXPENSES POLICY HERE]

## 5. Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

## 6. Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Parish Priest/Designated Person)

## TO BE COMPLETED BY THE APPLICANT

I agree to adhere to the Code of Conduct.

I agree to complete any safeguarding training relevant to my role.

I understand that it is my duty to safeguard the children, young people and adults at risk with whom I have contact. I have been made aware that the national safeguarding policies and procedures for the Catholic Church in England and Wales can be found on the CSSA website.

In the course of providing my volunteering services, I may have access to confidential information relating to the Diocese of Nottingham. I will be expected not to use or disclose this information to any person either during my volunteering experience or at any time afterwards.

I agree to follow the Diocesan procedures and standards in the Parish, including health and safety.

If my role is exempt from the Rehabilitation of Offenders Act 1974, I undertake to notify the Safeguarding team of new convictions and cautions that are not protected (i.e. eligible for filtering) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Please acknowledge that you understand the contents of this letter by signing, dating and returning the enclosed copy.

Signed \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

***NB – Two copies of this form should be made. One copy should be given to the individual and the other retained by the person responsible for the appointment.***

## APPENDIX D



DBS 1E

### The Catholic Diocese of Nottingham

## Registration Form For Employees

### EMPLOYED ROLE

Name of Parish:	
Role(s) you are employed for:	
Date employed:	

### PERSONAL INFORMATION

Title	
First and additional names	
Surname	
Address	
Postcode	
Preferred telephone number	
Email address	

### EMPLOYEES FROM OUTSIDE OF THE UK

You will need to provide evidence of your right to work.

**Are you permitted to work in England and Wales? Please  
tick**

Yes	
No	

## **SKILLS, EXPERIENCE AND PERSONAL QUALITIES**

Please describe your skills, experience and personal qualities and how you think they will help you in the roles you are employed in.

## **REHABILITATION OF OFFENDERS ACT 1974**

If the role that you are being employed involves working with or has access to children or adults at risk, you may require a Disclosure and Barring Service check. If this is the case, the role description will state that the role is exempt from the Rehabilitation of Offenders Act. If you are seeking to be employed for such a role, you are not entitled to withhold information even if you have convictions which would ordinarily be considered to be "spent".

Before you take up an employed position with children or adults at risk you will be asked to disclose any previous, existing or pending convictions or cautions. This will be in addition to completing a Disclosure and Barring Service check.

Possession of a conviction or caution will not necessarily mean that you will not be able to be employed. Each case will be considered individually.

If you fail to disclose any criminal convictions or cautions, including those "spent", it could result in you not being able to take up the position.

## **PRIVACY STATEMENT**

The information that you provide on this form will be processed in accordance with the General Data Protection Regulation 2018, the Data Protection Act 2018 and our Privacy Notice which is attached. This form will be held securely, confidentially, will not be shared with third parties and will be retained in accordance with our record retention schedule.

## **DECLARATION**

I understand that providing misleading or false information may disqualify me from being employed.

Signature:

Date:

## **PLEASE RETURN THIS FORM TO:**

**Full Name:**

**Position:**

**Address**

## Appendix E



The Catholic Diocese of  
**Nottingham**

### Application for Ministry in the Diocese of Nottingham

This process applies to every priest from outside the diocese who wishes to minister in the Diocese of Nottingham for anything more than a one off activity which is under supervision. It applies even to priests who may have been 'supplying' in a parish for many years under a long-standing arrangement.

It mirrors the process volunteers are asked to go through before they are placed in a position of trust and minister in our parishes.

The process is part of the Safeguarding procedures in place at a national and diocesan level and is designed to ensure that our children and vulnerable adults are not placed at risk.

Name;

Diocese and country of origin

Vicar General managing the process

	<b>Action</b> BH = Bishop's House. DS = Director of safeguarding SO = Safeguarding Office VG = Vicar General	<b>Responsible</b>	<b>Completed (date)</b>
1	Applicant comes forward either on their own initiative or through a diocesan priest (sponsor)		
2	Testimonial of Suitability requested and received by Bishop's House	BH	
3	Decision made about <b>provisional</b> acceptance, placement and accommodation	BH	
4	Details passed onto relevant DS	BH	
5	Application form/ sent out by BH	BH	
6	Application form received by BH and interview has taken place. References have been sent for. BH informs DS to begin Safer recruitment checks	BH	
7	Applicant contacted offering on-line safeguarding training and to start the DBS or overseas process	SO	
8	References contacted and received by BH	BH	
9	Overseas check or DBS received, and checks made with applicants Diocesan safeguarding office. DS inform Bishops house of outcomes.	DS	
10	Bishop makes decision. Communicates to VG, DS, applicant and applicant's sponsor	BH	
11	Applicant contacted by DS to arrange a safeguarding induction meeting for withing first month of post.	DS	
12	Arrangements made for arrival	VG/BH	
13	Induction meeting two weeks after arrival <ul style="list-style-type: none"> <li>Welcome to the diocese; yearbook, latest Grapevine, OGF brochure.</li> <li>Caring safely for others</li> <li>Parish safeguarding practices</li> </ul>	BH	
14	National induction/inculturation course (overseas priests only)	VG	
15	Safeguarding Induction – Safeguarding office	DS	
16	Domestic DBS applied for 6 months after arrival in the UK for overseas.	SA	

## Appendix F



The Catholic Diocese of  
**Nottingham**

**Nottingham Roman Catholic Diocesan Trustees** Registered Charity Number 1134449

1 Castle Quay, Castle Boulevard, Nottingham, NG7 1FW

Tel: 0115 953 9800 Fax: 0115 953 9805

### CONFIDENTIAL APPLICATION FOR EMPLOYMENT

**Please complete all sections of this form fully before returning it. If all sections are not completed, your application may not be processed.**

Application for the position of .....

#### PERSONAL DETAILS

Name

Address

Telephone numbers

Home

Work

Mobile

Email

How do you prefer to be contacted? Phone ☐ Email ☐

#### EMPLOYMENT

Present/last employer

Address

Job Title

Commencing date

What were you required to do?

Reason for leaving

Gross annual salary (include details of salary scale and spine point if applicable) £

Notice required;

May we approach them for a reference at this application stage Yes ☐ No ☐



**Employment history and work experience**

Please complete in chronological order, starting with the most recent

Employer's name, address and nature of business	Full or part time	Job title and brief description of duties and responsibilities	Dates employed month/year (from – to)	Reason for leaving

--	--	--	--	--

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information on this form must provide a complete chronology from the age of 18. Please ensure there are no gaps in the history of your education, employment and other experience.

Dates (from – to)	Activity

If you have ever been ordained and/or been a member of a religious community, please provide details here;

### Post 11 education and training

Please complete in chronological order, starting with the most recent.

Full name and address of establishment	Full or part time	Dates attended month, year (from – to)	Date of award	Awarding body and registration number (if	Award and classification

				known)	
--	--	--	--	--------	--

**Post-Graduate qualification**


**Higher Education Qualifications**


**School/college Qualifications**


## Continuing Professional Development

Please list any courses you have completed and/or any professional development in which you have been involved in the last 3 years which you consider relevant to this post.

Course Title	Course provider	Length of course	Dates From - to	Award/ classification (if applicable)

### GENERAL

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974) (Give details) Yes ☐ No ☐

Have you ever been accused of inappropriate conduct in work or subject to allegations or complaints about your conduct? Yes ☐ No ☐  
(If yes, give details)

Have you ever been the subject of a civil authority investigation into a concern about a child in your care or investigated under adult protection services? Yes ☐ No ☐  
(If yes, give details)

Do you have a current (within 3 years) clear DBS check at Enhanced Level for Children and Adult workforce? Yes ☐ No ☐  
If not, we will ask you to apply before working in the diocese.

Membership of professional organisation(s);

If offered this position will you continue to work in any other capacity  
(Give details)

Yes ☐ No ☐

### WORK PERMITS

Are there any restrictions to your residence in the UK that might affect your right  
to take up employment in the UK?

Yes ☐ No ☐

If you are successful in your application would you require a work permit to  
work in the UK?

Yes ☐ No ☐

### HEALTH

Please describe any reasonable adjustments which you feel should be made to the  
recruitment process to assist you in your application for the job

### INTERESTS/HOBBIES

(include details of offices held)

### REFEREES

Please advise how they know you and if there is any reason why a reference may not be taken  
up at this application stage. One of these should be your Catholic Parish Priest.

1<sup>st</sup> referee Name;

Address;

Tel;

Email;

Relationship to you;

2<sup>nd</sup> referee    Name;

Address;

Tel;

Email;

Relationship to you;

**Supporting statement;** Please provide a written statement of no more than 1000 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post.

**OTHER RELEVANT INFORMATION**

Is there anything else which might affect our decision to offer you employment?

**Please return to** David Lawes by email: [office@dioceseofnottingham.uk](mailto:office@dioceseofnottingham.uk) by midnight on Monday 4 July 2022.

**Please complete all sections of the form fully before returning it.** Incomplete forms may not be accepted and processed.

**Safeguarding Statement;** The Diocese of Nottingham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

**Data protection**  
The Diocese is committed to ensuring that information we hold about individuals is properly and securely managed in accordance with legal requirements on data protection.  
We require the information we have requested on this form in order to process your application for employment.

Please complete this section if you would like to give your consent to the Diocese holding and processing your personal data for the particular purpose of applying for this job.

My name is:

.....

☐ I consent to the Diocese retaining my data on my personnel file for the duration of my employment if I am appointed, and for 6 months if my application is unsuccessful, after which time it will be securely destroyed.

You have the right to withdraw your consent at any time and can do so by informing the Diocesan Data Protection Officer.

Your data will be stored and managed in accordance with the Diocesan Data Processing Policy which can be provided on request.

Signed: ..... Date: .....

#### **Immigration, Asylum and Nationality Act 2006**

The Diocese will require you to provide evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the UK in accordance with the above act. By ticking the box below, you confirm that you are legally entitled to work in the UK and you will promptly provide documentary evidence of such entitlement when requested.

☐

#### **Declaration**

I sign below to confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false or incomplete statement may be sufficient cause for rejection or, if employed, dismissal.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children or vulnerable adults.

Signature

Date



## Appendix G



The Catholic Diocese of  
**Nottingham**  
Employment Reference Form

Applicant name:	
Applicant Job Title:	
Applicant D.O.B:	

**Please answer all questions honestly and accurately:**

Specific dates of employment: <b>(Please use exact dates)</b>	From: (DD/MM/YYYY)	To: (DD/MM/YYYY)
Job title:		
Nature of work, Specific duties, responsibilities:		
Reason for leaving employment?  <b>If dismissed please supply details:</b>		
Was applicant honest and trustworthy at all times?  Yes  No If no please supply full details:		

During employment was applicant the subject of a Disciplinary procedure?	
Yes	
No	
<b>If yes, please supply full details and outcome</b>	
Would you re-employ applicant?	
Yes	
No	
<b>If no, please state reasons why:</b>	
Do you have any other information you feel would be relevant to an employer?	

**Please tick which box accurately applies to the applicant:**

	Excellent	Good	Satisfactory	Below Average	Poor
General Conduct					
Work Performance					
Attitude to Work					
Initiative					
Time Keeping					
Relationships with: Colleagues:					
Relationships with: Customers:					

**If you indicated applicant is "Below Average" or "Poor" for any category please state your**

**reasons below:**

--

Signature:	
Date:	
Print Name:	
Date:	
Company name:	
Position Held:	
Telephone number:	
Address:	