**RECRUITING SAFELY**

**Safeguarding Form FC1**

**Job Description**

Note:  
Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

**Role: Safeguarding Document Checker**

**Group: 3 Workforce (Child/Adult): None**

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| Volunteer Role OutlineRole information: To check the identity of applicants using the Due Diligence Checking System (DDC) **Location:** Forest Circuit  **Responsible to:** The Minister and Safeguarding Officer  **Eligibility:** A confirmed member of The Methodist Church  **Commitment:** To carry out the checks as and when required promptly maintaining confidences. |

# Key volunteer activities

* To assist volunteers with the DBS online application system and Self Declaration Form.
* To report to Safeguarding Officer any matters arising from (1) above.
* To carry out verification of volunteer’s identity including checking documents and to enter those details onto the CAS database.
* To report back to the Safeguarding Officer clearance, findings, or instructions resulting from CAS investigation.
* To take engage with training as listed overleaf and to maintain an awareness of current practice developments.
* Assist in maintaining electronic and paper records and archives.
* To assist and support the Safeguarding Officer to analyse any concerns raised at LMC and report to appropriate Ministerial, Circuit and District Safeguarding Team.
* To attend the Church Council to represent the Safeguarding Officer in his absence.
* To maintain confidentiality at all times, except when duties dictate otherwise.

**Personal Skills**

* Good interpersonal skills
* Able to be discrete and maintain confidences.
* A willingness to work as part of a team

**Boundaries**

* The Verifier role does not permit the making of safeguarding judgements without the expressed direction from the Safeguarding Officer, Minister, Circuit or District Safeguarding Officers.
* The Verifier cannot accept any responsibilities or instruction on behalf of the Safeguarding Officer.

**Safeguarding**

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms and will need a satisfactory criminal record clearance certificate (DBS). Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

**Training and support provided**

* Volunteers are supported by the Minister and Church Council
* Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation renewable every four years.
* Out of office expenses can be applied for.

**Appointment Period**

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed Date

(Church Council)

I have seen and accept the responsibilities of this role

Signed Date

(Applicant)

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL  
MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with the Data Protection Act 1998