



Volunteer Guidelines and Safer Recruitment Process Outline 2026 (to be reviewed Sept 2027)

Purpose

The PCC (as the employing body) of All Saints' Church, Preston on Tees is committed to ensuring Safer Recruitment is followed, that our church members are given opportunities to use their God given gifts and that we are appropriately caring for those who volunteer to serve. Throughout this document All Saints' Church will be used synonymously with the PCC.

Name Matt Levinsohn

Position: Chair of PCC, Vicar

Signature

Date:

21/9/2026

Contents

1. Scope.....	1
2. Purpose	1
3. Roles and Responsibilities	1
4. General Arrangements	1
5. Other/Actions	3
Appendix A	4
Appendix B	5
Appendix C	9

1. Scope

This policy applies to all those who manage volunteers within the activities of All Saints' Church and to volunteers themselves.

2. Purpose

The purpose of this policy is to provide an overview of the control measures, specifically:

- a) How volunteers will be safely recruited following Church of England Safer Recruitment process 2022.
- b) When DBS checks, safeguarding training and references will be needed.
- c) How the structures of responsibility will work with volunteers.
- d) How problems, issues, concerns will be solved regarding volunteers.

3. Roles and Responsibilities

Volunteers will serve within a ministry area. As such, all ministry areas will have a Team Leader who will be responsible for recruiting and supporting volunteers in their area of service. Whilst Staff Members are often Team Leaders, where a Team Leader is non-staff, they will be supported by a member of the Staff Team so that SRPM is adhered to. The PCC, Incumbent and Parish Safeguarding Officer will ensure this policy is being adhered to.

4. General Arrangements

Recruitment

- a) Our volunteers will come mainly from the church congregation.
- b) Some of these roles require people to be active Christians because of the nature of the work.
- c) Some roles do not require the volunteer to be an active Christian, but they should have sympathy with the ethos of Christianity.
- d) Volunteers may come from the church congregation and the local community.
- e) Each team is recruited by the Ministry Team Leader. Some roles require particular skills, and training may be required in some cases. Those thought not to be suitable will be re-directed to a more appropriate role. See Appendix B for the process of Safer Recruitment.

Volunteer formalities

All volunteers can expect:

- a) All roles will have a short role description and information on who they are responsible to.
- b) They will have a named person to turn to for support and guidance.
- c) The church has insurance cover for Public Liability in place to cover volunteers.

DBS/References

- a) Everyone who wishes to volunteer with children/youth and with vulnerable adults will require DBS Clearance and all volunteers will need to provide two references. A list of those roles requiring DBS checks and references is held by the Office Administrator and PSO.
- b) We will be recruiting in line with 'The Safer Recruitment Guidance' produced by the Church of England published June 2021 which had to be implemented by January 2022.
- c) Safeguarding checks are made on all those who wish to work with the under 18's and for various roles with vulnerable adults.

Training

- a) Where applicable, volunteers will need to undertake safeguarding training. The Parish Safeguarding Officer will advise if that is needed and direct volunteers accordingly.
- b) Some roles will require training in Food Hygiene and Handling Foods. Ministry team leaders will arrange this.
- c) All roles will require some level of training. This will include training before starting to serve including a short induction process, as well as periodic reviews which will help volunteers to continue to feel they are serving well and improving in their areas of service.

Responsibilities

- a) All volunteers will be responsible to a 'ministry team leader' in whichever area they have chosen to volunteer.
- b) All members of the team must read the current Durham Diocese Safeguarding Policy 2025, a link can be found on All Saints' website: <https://allsaints-church.net/safeguarding/>

- c) People do best when there is clarity of what a role is. All roles will, therefore, in line with the safer recruitment policy, have role descriptions supplied, and these should be used when training a volunteer and helping them to serve well. These will be provided by the ministry team leader in conjunction with the PSO.

Problem Solving

- a) In every line of work, problems will arise. This may be a mismatch of expectations or ways of working but may be more serious issues including negligence and spiritual abuse. Appendix A outlines how problems should be solved. In using the process, it is important to remember we are all brothers and sisters in Christ, and every person deserves respect, love and honour. This is particularly important in ensuring people are not treated as those who fulfil a function over, and above people feeling loved and valued as children of God.

5. Other/Actions

In our care of volunteers and staff, celebrating service should be planned for. Each person needs encouragement, and careful consideration as to how to give recognition to those who have given of their time and energy will help teams to flourish.

In addition, as well as having meetings to discuss the nuts and bolts of a ministry, Ministry team leaders are advised periodically to meet with their volunteers to share how the ministry is going and what are the aspirations for its future. In this way volunteers are invited to partner in seeing the church grow and thrive.

Appendix A

Problem Solving Procedure

It is important that complaints and issues are dealt with fairly, openly, and consistently. While we do not have legal duties towards volunteers, and do not wish to create a contractual relationship with them, we want to be a model organisation which values all people and treats them as sons and daughters of God. To help with this we have put in place the following procedures:

If a volunteer has a complaint about the PCC, a member of staff or another volunteer.

We hope that most problems can be resolved informally. But if this is not the case a volunteer should raise the matter formally with their supervisor or ministry team leader.

If the complaint is against their supervisor or ministry team leader, then the volunteer should request a meeting with the Incumbent.

If the issue is not resolved, then it should be put in writing to the Deputy Chair of the PCC who will discuss the matter with a member of the Staff Management Team. The matter should be dealt with within 14 days.

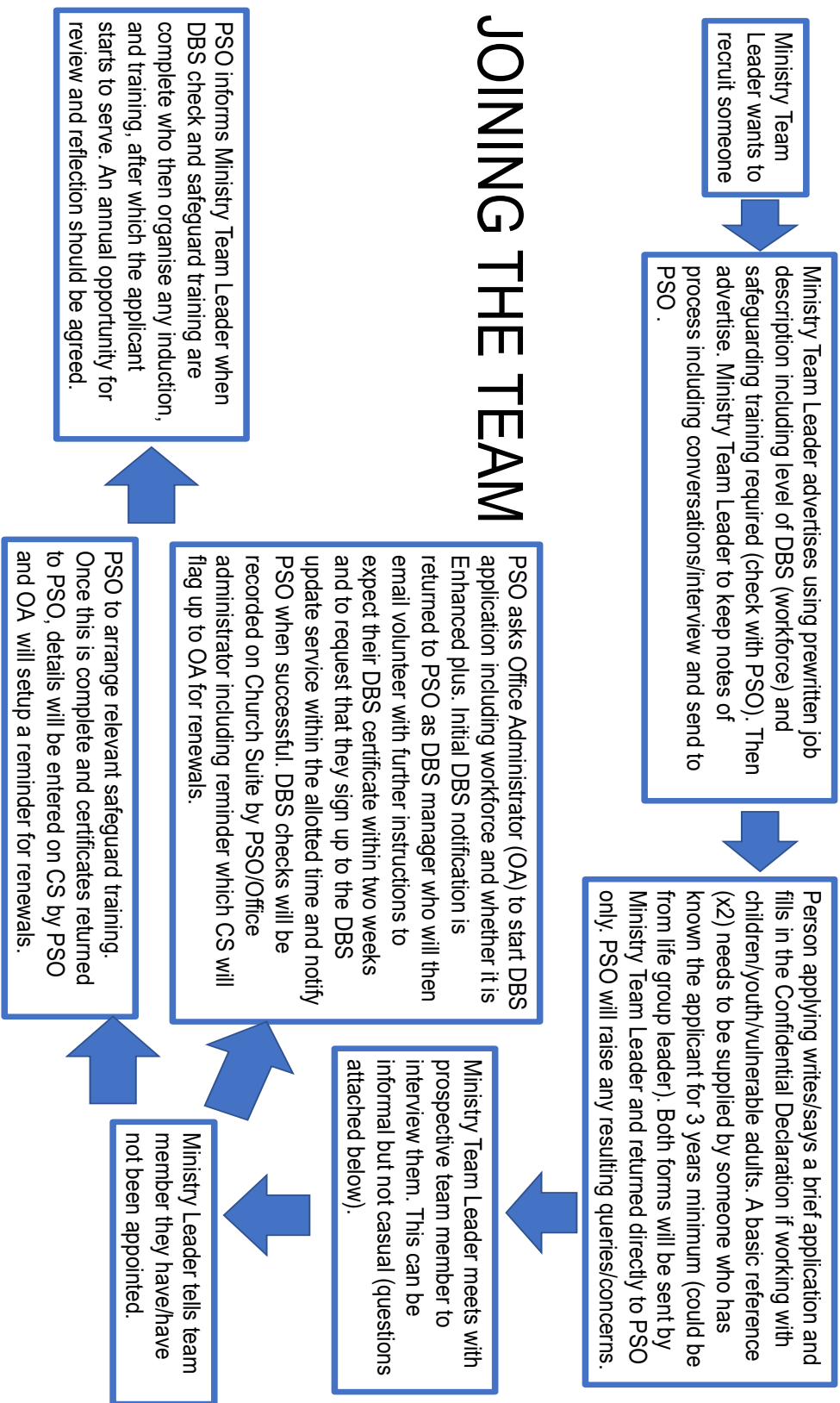
If there is a problem with a volunteer's behaviour.

Again, hopefully, this can be resolved informally. Many 'problems' are simply due to a misunderstanding, training needs, a lack of support or inappropriate roles. Where informal measures are not enough the supervisor or ministry team leader will raise the issue in a formal meeting with the volunteer. The volunteer will be entitled to put their case. If it is felt necessary, an informal warning may be issued, with steps agreed to improve conduct.

If the issue is still not resolved a meeting involving the volunteer, supervisor or ministry team leader and the Incumbent will be called. This may result in a formal warning, with the understanding that following another warning the volunteer will be asked to leave. In the case of serious matters, the volunteer may be asked to leave immediately. In all cases volunteers may be accompanied at meetings.

Appendix B

All Saints Volunteer Safer Recruitment Process



The following is intended to outline All Saints' safer recruitment process based on the above flow chart. If you are unsure, either whilst reading or at a later date, contact PSO or Matt Incumbent for clarification. At all stages, contact with volunteers through the process the ministry team leader is to keep notes and send a copy to PSO for record keeping.

Safer Recruitment Steps

1. Advertising Roles

- Roles can be either advertised, or people can be approached as individuals, using the prewritten job role description. Ministry team leaders should have copies or contact PSO. These outline the purpose, role, responsibilities, and support given.
- When advertising a role, please include a line saying, 'Our Safeguarding, Safer Recruitment and other relevant policies are available on the safeguarding page of the church website.'

2. Application Forms

- Applicants must use the application form supplied/or give a brief verbal application and send written form to the ministry team leader who will send a copy to the PSO for discussion and record keeping.

3. Confidential Declaration Form

- Ministry team leader/PSO to supply Confidential Declaration form and privacy notice and volunteer returns directly to PSO as stated on form.

4. References

- For every role, two references must be taken up in writing. One must be from outside our church. They cannot be from a family member or relative and do not have to be a Christian. If the person volunteering has volunteered or worked with children/young/vulnerable adults in the last two years in another church or organisation, a reference must come from them.
- Volunteer to supply ministry team leader/PSO with two referees they have known for a minimum of three years.
- PSO to supply Reference Request form and copy of job role description via email to the referees stating to return directly to PSO only.

Be sure you say in your email who you are, your role and that you are from All Saints' Church.

Once Confidential Declaration forms and References are returned to PSO ministry team leaders will be notified and they can then conduct a short interview.

5. Interview

- Each volunteer must be interviewed by two people, one of whom must be Safer Recruitment trained. Interviews must be conducted in person unless there are significant reasons not to.
- Questions must be the same for all candidates, but should also include as a minimum:
 - a) Why do you want to serve the church in this role?
 - b) What skills and experience do you bring which would make you a good candidate for the role?
 - c) What support do you feel you will need in order to serve well in this role?
 - d) What potential safeguarding challenges might arise in the ministry area you will serve in, and give an example how you might respond?

Inform applicant if they have been successful and explain DBS process and safeguard training requirements.

6. DBS

- PSO to ask Office Administrator to begin DBS process. Initial DBS notification is returned to PSO as DBS manager who will then email volunteer with further instructions to expect their DBS certificate within two weeks and to request that they sign up to the DBS update service within the allotted time and notify PSO when successful. DBS checks will be recorded on Church Suite by PSO/Office administrator.
- If there is an issue with a volunteers DBS clearance this will be discussed with Diocesan Safeguarding Officer, PSO and Incumbent and then brought to the volunteer for further discussion.

7. Safeguard Training

- Ministry team leader to ask PSO to arrange relevant safeguard training, for most roles this is now Basic Awareness and Foundation levels. It is also a national requirement for those volunteering with children/young people and vulnerable adults to complete RADA (Domestic Abuse) training. This will either be provided face to face or via Church of England online portal. Once completed training certificates should be sent to PSO for record keeping and which will then be recorded on Church Suite.

8. Finally

- Once volunteers have completed the DBS process and required safeguard training PSO will inform ministry team leader that the volunteer is able to start serving and become part of relevant rotas.

For any stated documentation above, ministry team leaders need to access the password protected page on All Saints' website.

Ministry team leads will arrange a period of induction and support for the volunteer and there should be an annual opportunity for review and reflection of how they are serving arranged.

Appendix C

Volunteer Application Form

VOLUNTEER APPLICATION FORM		
1. Personal Information		
Title:	Forename(s):	Surname:
Known as:		
Any previous names by which you have been known:		
Date of Birth:		
Home Address:		
Postcode:		
Daytime Tel No:	Mobile Tel No:	Evening Tel No:
Email Address:		
2. Education, Training & Qualifications Information		
Please give details of any relevant training and qualifications which you feel equip you to work with children, young people and/or vulnerable adults. Please include dates.		
3. Employment & Voluntary Work Experience		
Please provide a full history (with dates wherever possible) of any previous experience you may have of looking after and/or working with children, young people and/or vulnerable adults, whether paid or voluntary.		

4. Church Involvement

Please provide a full history (with dates wherever possible) of your church involvement (current and previous).

5. Why do you want to volunteer?

Please tell us why you wish to volunteer to work with children, young people and/or vulnerable adults and the skills & qualities you think you would bring to the role. Please also tell us about any skills or experience you hope to gain through this opportunity:

6. Health Information

Please provide information about any disability or health issue that we should be aware of in order that we can identify what support or reasonable adjustments we can provide for you to undertake volunteering duties safely.

7. References

At least 2 references will be sought using the information provided at sections 3 & 4 above. Please also provide details of personal referees here. Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.

Name:

Telephone No:

Address (including postcode):

Email Address:

In what capacity do you know this person?

Name:

Telephone No:

Address (including postcode):

Email Address:

In what capacity do you know this person?

8. Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination of my role as a volunteer.

I understand that any offer of appointment to a volunteering role is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated on the volunteer role description.

I understand that if I am appointed to a volunteering role there will be a settling in period and that I will be expected to complete a volunteer induction programme and undertake relevant safeguarding training.

Signed:

Print Name:

Date:

Page left blank