

# Recruitment Process **Level 2**

- Confidential self-declaration form**  
*Note: If a declaration is made, the process is paused and referred to the Diocesan Safeguarding Team for review.*
  - Role description** Issued and Signed
  - Volunteer Application** -  
(Provide details of two references, three if the volunteer doesn't attend the church)
  - Basic Safeguarding Training**
  - Foundation Safeguarding Training**
  - Domestic Abuse Safeguarding training:**  
*Only mandatory for roles: Working with children and vulnerable adults - not requiring DBS, Vergers, Worship leaders, Church Wardens, PSO, Pastoral visitors and those Leading (regular Sunday services) without Clergy*
  - Leadership Safeguarding Training:**  
*Only mandatory for roles: Church Wardens, PSO, those Leading (regular Sunday services) without Clergy*
  - Volunteer Agreement form** Signed
  - Code of Safer Working practice and**
  - Safeguarding policy statement** Signed
- Recruitment Complete

# Recruitment Process **Level 3**

- After the Level 2 process is complete a **DBS check** is completed.
- Recruitment Process is complete and volunteering can begin once all documents and Safeguarding Training are complete

These three Levels are National requirements of the Church of England. It's important that we all work together to promote a safer church.

## Contact

If you have any recruitment queries please don't hesitate to contact us at:



[recruitment@churchsthelens.org](mailto:recruitment@churchsthelens.org)



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# Safer Recruitment Guide for Volunteers

What is the Safer recruitment process and why is it important?



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# Recruitment Levels

There are three recruitment levels:



## Low risk Roles Supporting Ministry

e.g. welcomers, tea makers, flower arrangers and other similar roles



## Roles with more responsibility

These involve regular engagement with parishioners, but are probably not eligible for a DBS check. These roles may/may not involve limited engagement or contact with children and/or vulnerable adults. e.g. Church Warden, PCC/ GV member



## Roles involving working with Children or Vulnerable adults

These roles are eligible for DBS checks



## Why Is Safeguarding Training Important?

To promote a safer culture, protect vulnerable people and to build trust. Teaching everyone to Recognise, Respond, and Report abuse, moving beyond just rules to create a genuinely safe environment rooted in Christian values.

### 01 Culture change and prevention

Training shifts focus from just procedures to fostering a deep-seated culture where abuse is less likely to occur, and people feel safe, helping to prevent harm before it starts.

### 02 Protecting the vulnerable

It equips all church officers and members with the knowledge and skills to actively safeguard children, young people, and vulnerable adults, ensuring their welfare is paramount.

### 03 Responsibility and Trust

Training clarifies roles, teaches effective response (Recognise, Respond, Report), and demonstrates the Church's commitment to learning from past failures, thereby rebuilding trust and upholding Christian values.

Safeguarding is not an add-on it is embedded in the Church's mission and is core to its identity and ministry to ensure everyone is protected and feels safe and valued.

## Recruitment Process Level 1

- Confidential self-declaration form**  
*Note: If a declaration is made, the process is paused and referred to the Diocesan Safeguarding Team for review.*
- Role description** Issued and Signed
- Basic Safeguarding Training**
- Volunteer Agreement form** Signed
- Code of Safer Working practice** Signed
- Safeguarding policy statement** Signed

Recruitment Process is complete and volunteering can begin once all documents and Safeguarding Training are complete.

