

## Safer Recruitment Flow Chart

### Code of Safer Working & C0

**Bell Ringing:** Graham  
**Bible Reading:** Stewart  
**Camera & Visuals:** Andy  
**Catering:** Julie  
**Cleaning:** Andy  
**Committee Members:** Chairs  
**Flower Arranging:** Julie  
**Leading Prayers:** Stewart  
**Music & Singing:** Jenny S  
**Refreshments:** Liz R  
**Sound:** Shaun  
**Welcoming:** Lynda

1. Initial expression of interest
2. **Ministry Co-ordinator** to check with **PSO** or **Minister**
3. **MC** share Role Description and have initial conversation
4. **MC** arrange Taster Session
5. **MC** request **Judith** send Code of Safer Working & C0 Training Link
6. **Safeguarding Administrators** update C0 flow on Churchsuite
7. **Judith** inform **MC & PSO** when forms and C0 have been completed and liaise regarding when to add to ministry/rota on CS.

### Code of Safer Working, C0 & References

**Bereavement Café:** Julie  
**Care Homes:** Jenny C  
**Homegroup Leaders:** Stewart  
**Ministry Co-ordinators:** Stewart  
**Preachers:** Stewart  
**Service Leaders:** Stewart  
**Toddlers:** Becky

1. Initial expression of interest
2. **Ministry Co-ordinator** to check with **PSO** or **Minister**
3. **MC** share Role Description and have initial conversation
4. **MC** arrange Taster Session
5. **MC** request **Judith** send Application Form & C0 Training Link
6. **Judith** send & receive reference requests
7. **Safeguarding Administrators** update C0 flow on Churchsuite
8. **Judith** inform **MC & PSO** when forms have been completed.
9. **MC/PSO** arrange discussion with volunteer
10. **MC** ask **Judith** to add volunteer to Ministry/Rota on Churchsuite.

### Code of Safer Working, C0, References & DBS

**Creche:** Becky  
**Duty Wardens:** Andy & Lynda  
**Parish Administrator:** Stewart  
**Parish Safeguarding Officer:** Stewart  
**Pastoral Care Co-ordinators:** Stewart  
**Pastoral Care Visiting:** Jenny C  
**PCC:** Stewart  
**StAy:** David F  
**Sunday Club:** Caroline & Pippa

1. Initial expression of interest
2. **Ministry Co-ordinator** to check with **PSO** or **Minister**
3. **MC** share Role Description and have initial conversation
4. **MC** arrange Taster Session
5. **MC** request **Judith** send Application Form & C0 Training Link
6. **Judith** send & receive reference requests
7. **Judith** request **Safeguarding Administrators** arrange DBS
8. **Safeguarding Administrators** update C0 flow on Churchsuite
9. **Judith** inform **MC & PSO** when forms have been completed
10. **MC/PSO** arrange discussion with volunteer.
11. **MC** ask **Judith** to add volunteer to Ministry/Rota on CS.

Any role requiring further safeguarding training e.g. C1 will be followed up by the Safeguarding Team in due course.