

St John the Baptist Church, Needham Market

Volunteer Recruitment Policy

For those working with Young People and Vulnerable Adults

Before any voluntary work starts, each volunteer will:

- Have an informal meeting with a named member of the Church leadership team
- Give names of two references
- Complete a Confidential Declaration
- Have the appropriate DBS checks completed if deemed necessary by the Safeguarding Officer
- Complete appropriate Safeguarding training
- Read all policies and procedures, and sign to declare that they will work in accordance with them
- Fill in the Volunteer Details Form

All these details will be stored in a locked filing cabinet, in full accordance with GDPR procedure.