



ARCHDIOCESE OF LIVERPOOL

SAFEGUARDING DEPARTMENT

UNDERSTANDING SAFER RECRUITMENT FORMS

POLICY STATEMENT ON RECRUITMENT OF EX-OFFENDERS: This policy is made available to all Disclosure applicants at the outset of the recruitment process.

VOLUNTEER APPLICATION FORM: This form requires the applicant's contact details, skills, experience, and details of referees.

REFERENCE LETTER & REFERENCE FORM FOR VOLUNTEER ROLES: The Parish Representative will apply for references to those named on the Volunteer Application Form.

SELF DECLARATION (CONFIDENTIAL) FORM: This form is a requirement of the Rehabilitation of Offenders Act 1974 and is completed by the applicant. It provides the applicant with the opportunity to voluntarily disclose any convictions or information relevant to the post to which they are applying. This form should be returned to the Safeguarding Department in a sealed envelope; the form and its contents are not shared with anyone outside of the Safeguarding Department.

DATA PROTECTION FORM: This form only requires completion if the applicant is undertaking a role solely for SVP, KSC, Legion of Mary, CAFOD. This form should be returned to the Safeguarding Department with the Self Declaration Form.

CONFIRMATION OF IDENTITY FORM: The 'CONFIRMATION OF IDENTITY' side is completed by the applicant. The 'DOCUMENTS TO CONFIRM IDENTITY' side is completed by the authorised verifier of the applicant's original documents. The eligible documents are listed on this side. This form should be returned to the Safeguarding Department together with photocopies of the documents used as identification. (The identification documents are kept securely and will be destroyed on receipt of the disclosure).

DBS* APPLICATION: The form is issued after receipt of the Self Declaration (Confidential) Form and required by the DBS in order to process a DBS disclosure and will be submitted to the DBS. Copies are not retained in either the Safeguarding or parish offices.

WRITTEN AGREEMENT FOR VOLUNTEERS: This agreement is to be completed by the Parish Representative and signed by the applicant and the Parish Representative/Parish Priest once confirmation of appointment has been received from the Safeguarding Department.

In order to maintain confidentiality of the process there is unfortunately some unavoidable duplication of information across the forms.

* DBS (Disclosure and Barring Service) formerly known as CRB