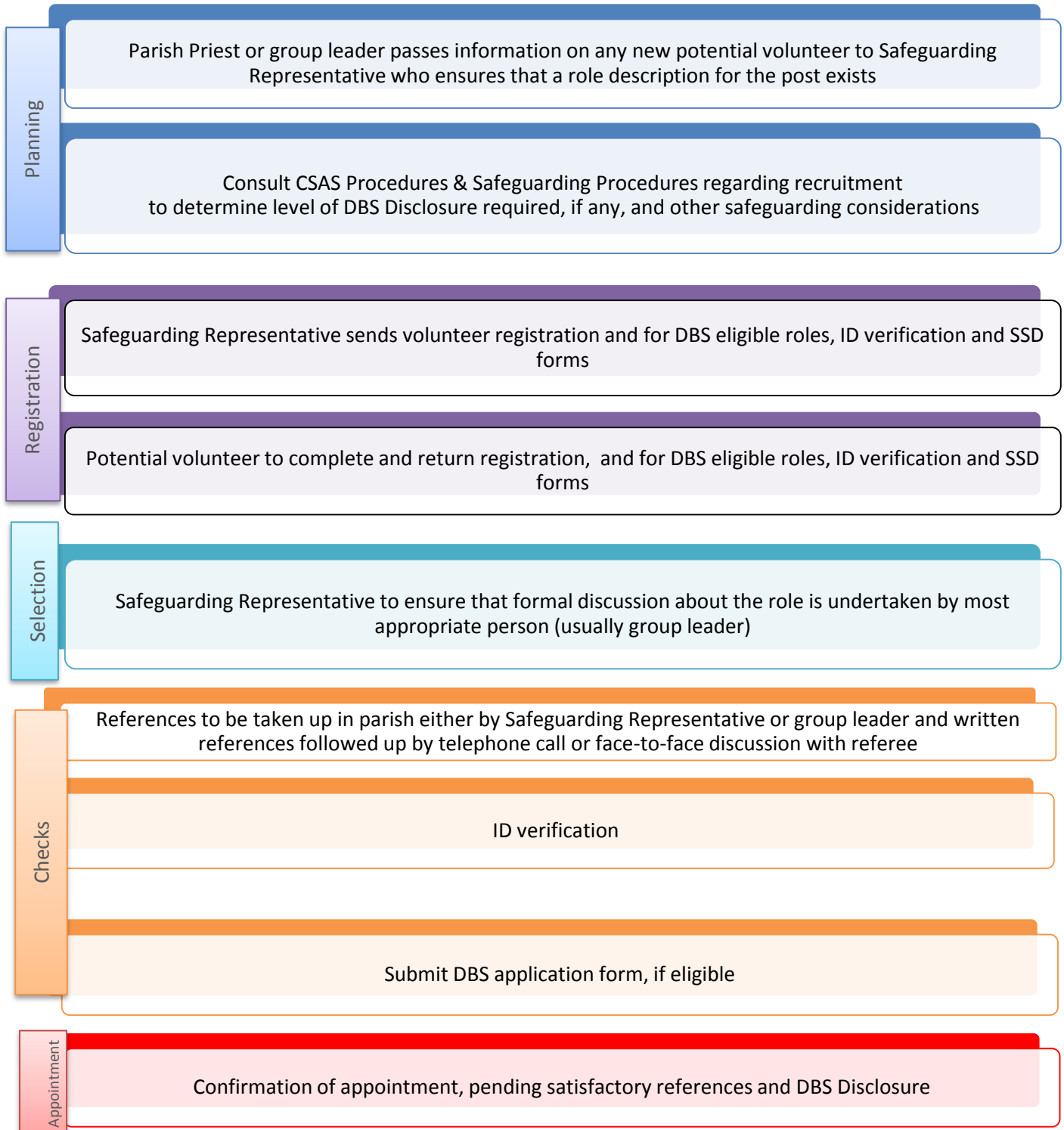


## Safer recruitment of new volunteers – working with children or adults at risk



## Post-Appointment

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Record keeping

Letter of Appointment signed by parish priest  
2 x copies of Agreement (1 x to be returned to Safeguarding Representative)  
Code of conduct, details of policy and procedures and e-learning programme given to volunteer

All paperwork to be kept in secure locked non-portable cabinet and volunteer details recorded in 'volunteer record book' or similar.

Support & Development

Support arrangements and supervision if required

Training and development opportunities