

Recruitment Procedure For Volunteers

Creation Date: Apr.2026	Revised Date: June 2026	Review Date: Apr.2027
-------------------------	-------------------------	-----------------------

Thank you for offering your services as a volunteer with SCPA. This document is designed to guide you through the process. If you have any questions, either speak to the team member who recruited you or email recruitment@scpa.uk

All volunteers are asked to get a Church Leader reference:

Follow this link for the [Church Leader Reference](#)

If you are helping with a **Job Club or Life Skills Course** and your contact with service users is limited to the time spent on the course, under the supervision of the Course Leader you will need to complete a Self Declaration Form:

Follow this link for the [Self Declaration Form](#)

You should read our [Safeguarding Policy](#) and may like to complete a basic Safeguarding Course (helpful but optional). The link for the online course is
<https://www.cofesuffolk.org/for-parishes/promoting-a-safer-church/safeguarding-training/>

All volunteers who are in contact with service users - other than mentioned above **will need a valid DBS certificate** and will need to complete the Diocesan Safeguarding online training. Both Basic & Foundation levels. [Here is a link to the training](#).

Please complete this [CDF Form](#)

You can either complete the application online or in-person. If completed online you will need to show originals of the documents presented as proof of your identity for verification.

Please complete this form [Guidance is available here](#)

Safeguarding

Here is a link to our [Safeguarding Policy](#) which you should read through, please.

Training

The Team member who appointed you will guide you through the training you need to complete for your particular role.