

All Saints' Church, Marple

Checklist (may be used as aide memoire)

When appointing staff/volunteers to posts working with children/young people

1. Name of volunteer _____

2. Date of volunteer interest interview _____

3. Date application form received from candidate _____

4. Date confidential declaration received _____

5. Written reference - Name of referee _____

Date letter sent _____

Reply received _____

6. Written reference – Name of referee _____

Date letter sent _____

Reply received _____

7. Date completed CRB form received _____

8. Date CRB form signed and sent to diocesan office _____

9. Date CRB response received _____

10. Date appointment agreed by PCC _____

11. Date of start of probationary period _____

12. Date post confirmed _____