**Safer Recruitment Spreadsheet: Connexional Year ????/????**

Name of Church:

Name of Circuit:

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| **Name** | **Role** | **Do they have a Role Outline? (Yes/No)** | **DBS** | | **Safeguarding Training** | | | **Forms** | | | **Working with Vulnerable Groups** | | | | **Tracking** |
| **Is a DBS check required? (yes/No)** | **If yes. Date of Issue** | **Date attended Foundation module/ Refresher** | **Should they attend the Advanced Module? (Yes/No)** | **Date Attended Advanced Module** | **Has a Confidential declaration form been signed? (✓)** | **Are they a key Holder? (Yes/No)** | **If yes, Confirmation key Holder Declaration Form has been signed (✓)** | **Is this person in a role where they work with children or vulnerable adults? (Yes/No)** | **Have they completed and signed Form A – part 1**  **(✓)** | **Have they completed and signed Form A – Part 2**  **(✓)** | **Have references been received and agreed? (✓)** | **Date person stopped performing this role** |
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