**Safeguarding Forms used in the Safer Recruitment Process**

[**https://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/**](https://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/)

**(information correct as of 6.11.2023)**

[**Confidential Declaration forms**](https://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/confidential-safeguarding-declarations/) - All people nominated or holding positions in the Methodist Church must sign a confidential safeguarding self-declaration prior to the DBS application being submitted.

There are 4 available however at church level only two are applicable:

**CSD/1 Safeguarding Declaration for applicants with substantial access to vulnerable groups**

For those roles eligible for enhanced criminal record checks due to substantial contact with children and/or vulnerable adults: It should be completed prior to the submission of any enhanced DBS check for both new applicants and those renewing certificates. This form replaces both previous forms. Aug 2020

**SD/4 Safeguarding self-declaration for members of church bodies**

Members of church bodies (e.g. church council members) should complete this form. This form replaces Form C. Aug 2020 I recommend this is used for all roles not requiring a DBS check, not just for people on church groups.

[**Keyholder Declaration Forms (Form D)**](https://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/key-holder-declaration-form-d/) - The Methodist Church is not obliged to give anyone access to church premises unless access to the premises is required as part of their role or for regular hire of premises. Before the keys can be issued the key holder is asked to sign the declaration and acknowledge the conditions of issue.

[**Volunteer with Vulnerable Groups (Form A)**](https://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-with-vulnerable-groups-form-a/): Form A should be completed by all parties volunteering to work with children, young people and vulnerable adults. Form A consists of a registration form with a privacy notice (part 1), and a volunteer agreement with a role outline (part 2).

Both forms are currently under review but must still be used until we are told otherwise.

**Form A Part 1: Registration Form with privacy notice**

Updated Oct 2021. This form should be completed by all parties volunteering to work with children, young people and vulnerable adults. The privacy notice should be provided to the volunteer at the time of completion - Updated October 2021 to have amended text around the GDPR retention requirements.

**Form A Part 2: Volunteer agreement with role outline**

Oct 2018. This form should be completed by all parties volunteering to work with children, young people and vulnerable adults. The role outline should be detailed by a representative of the appointing body and signed by that person and the volunteer – July 2018.