□ Signed Application form Received

□ Right To Work Check completed □ Evidence on file

Visa Requirements Y/N Expiry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paperwork Sent Out -** Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Contract/Agreement (Paid/Volunteer)

□ Confidential Declaration

□ DBS check Required – Y/N DBS initiated Y/N

□ Overseas Criminal Record Check (OCRC) Required Y/N

□ OCRC Information Provided Y/N

**Paperwork Received & Actioned**

□ Signed Contract/Agreement

□ Confidential Declaration Received

□ References Sent off Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Reference 1 Received

□ Reference 2 Received

DBS completed Y/N Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diocese Confirmed DBS Process completed- Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ DBS Renewal Date Recorded

**Induction Check List**

Issued with a copy of Code of Safer Working Practice Date \_\_\_\_\_\_\_\_\_\_\_

Issued with a copy of the relevant Risk Assessment/s for the activity/ies they will be involved in Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Issued with a copy of the Safeguarding Pocket Guide Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Safeguarding Training Required & Completed**

□ Basic (C0) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Foundation (C1) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Leadership (C2) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Safer Recruitment (S1) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Responding Well to Domestic Abuse (S3) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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□ Probation Period expiry date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Supervision/review frequency set

□ Supervision/review notes on file

□ Emergency Contact Details Received