## **Safer Recruitment of Focal Ministers Flowchart**



## Key

DST - Diocesan Safeguarding Team OM - Oversight Minister/Incumbent PCC - Parochial Church Council PFM - Potential Focal Minister(s)

PSO - Parish Safeguarding Officer WFM - Warden of Focal Ministers PCC starts the process to have Focal Ministry in their parish

Parish to look at the role description provided by the Diocesan Focal Ministry Team

WFM shares more about Focal Ministry with the PCC

PCC to identify any PFM in their parish

## PCC to meet with PFM for an informal discussion about the role of Focal Minister

## PCC to:

- share Focal Minister Role description
- issue confidential declaration form & privacy notice
- issue a form where the PFM can supply the name & contact details of 2 referees (from outside the parish)

PFM completes a confidential declaration form and gives the names of 2 referees

Confidential declaration form is reviewed by the PSO. who must discuss any declarations with the DST

PSO to carry out an enhanced DBS check for each PFM

If DBS check is blemished there will need to be a risk assessment completed by the DST before the PFM is able to commence with ministry

Has the PFM got a clean enhanced DBS check?

Recruiter to ensure that all documents are in place

YES ¶

NO

The recruiter takes up & checks references (2 from outside the parish)

