

SO1: Invitation Letter for Parish Volunteer

Dear

Thank you for your interest in
volunteering within the parish of:

As part of the Diocesan Child and Adult Safeguarding Best Practice Guidance, it is a requirement that all new volunteers complete a Parish Volunteer Application Form.

When you have completed the form, please return it to me, c/o the Parish Office.

Appointment to the role is subject to certain criteria. On receipt of your form, I will take up references from your named referees and guide you through the process of making an application for an Access NI Enhanced Disclosure Check (a vetting application).

Vetting is facilitated by the Northern Dioceses Vetting Office and it is important to note that a previous criminal conviction will not necessarily prevent you from taking up the role you have applied for.

I will confirm to you in writing when the above processes have been satisfactorily completed. It is only at this point that you may take up the role.

We wish to assure you that all information will be treated in the utmost confidence and handled strictly in accordance with the Diocesan policy on secure storage and retention of records.

Thank you for your cooperation and interest in volunteering for the parish.

Yours sincerely,

Signature:

Date:

Print Full Name:

Safeguarding Committee Chairperson