The Charity Commission recommends that trustees always obtain a DBS check when eligible to do so as it an important tool in ensuring that the person is suitable to act as such. A PCC member is classed as a Charity Trustee.

**Name of Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

(Please tick boxes as steps are completed)

Step 1 Recruitment to people in elected roles

Once elected to a role, complete a [PCC Member Trustee Eligibility and Fit and Proper Persons Declaration](https://www.parishresources.org.uk/pccs/trusteeship/)

If your PCC sponsors and approves, in its own name, children’s, young people or vulnerable adult’s work then the members of the PCC will be eligible for an Enhanced DBS without barred list check

Once elected to a role complete online Basic & Foundation Safeguarding Training

Parish Safeguarding Officer to ensure that DBS & training information is logged on Central Safeguarding Recruitment Records & copies of the PCC Member Trustee Eligibility and Fit and Proper Persons Declarations are kept in a secure location

Step 3 regular reviews

A DBS check is valid for 3 years. When it needs to be renewed PCC member/warden should also complete the PCC Member Trustee Eligibility and Fit and Proper Persons Declaration again.

Safeguarding Training needs to be renewed every 3 years.

The Parish Safeguarding Officer will inform the Local Safeguarding Lead/Recruiter when these dates come up.