**Applications under CSSA Safer Recruitment Policy**

**Staff Members**

The Director of the Youth Pilgrimage appoints a Coach Leader for one year.

The Coach Leader will invite staff members to apply for a role in his / her coach.

Prospective staff team members will complete an application form.

The application form will contain staff role description, staff commitment, pilgrimage rules, safeguarding policy and the staff Code of Conduct.

All staff will be asked to agree to safeguarding policy, maintenance of rules, commitment and sign the Code of Conduct each year. These documents make clear what the process would be for staff who are found to be in breach of pilgrimage rules or safeguarding policy.

On receipt of the application form, with pilgrimage policy agreement, two references will be requested.

The Director may also request an interview with the prospective staff member.

The candidate will seek a DBS enhanced Disclosure every three years.

On receipt of a completed application form with agreement on pilgrimage policies, two satisfactory references, an interview with the Director and a clear DBS certificate a staff member will be appointed for one year.

**Young People**

When applying young people agree to the commitment, code of conduct and pilgrimage polices as laid out on the application form.

Those over 16 years of age are eligible to apply for a DBS certificate.

The DBS process runs in parallel to other areas of pilgrimage preparation and will be explained to those eligible in separate communications.

At one preparation meeting coach staff will re-iterate the pilgrimage commitment as agreed on the application form. Parents / carers will also be reminded of the commitment.

If a young person feels unable to comply with pilgrimage rules and policies they should make their Coach Leader aware of this immediately.