

Recruitment Process



School, Clergy, DBE, Bishop's Office,
Diocese identify potential BV

Application form downloaded from the
website and sent to DBE administrator

References requested
and reviewed

No

Is the applicant suitable?

ADDE or Bishop's Visitors Volunteer
Coordinator to meet with potential BV for
informal conversation

No

ADDE contact
applicant
with feedback

Arrange an introductory visit to the
schools for both parties to discuss
suitability

Are both parties still
wishing to proceed?

No

Please note if applicant
is already known to the
school the DBS can be
started straight away

School notified
Applicant notified - DBS process
started
Incumbent/LMP notified

DBS Process Complete
Safeguarding training complete
Bishop's Visitor issued with badge,
lanyard and LDBE Volunteer Policy
School and BV to meet to agree role

Every three years the
BV and school will be
contact to confirm the
role is still required at
the school

Yes