Recruitment process completed by BB Company and Church

Complete LREG1 form & return it to Membership Team

LREG1 form processed & Leader added to ‘Pending’ category on database

Disclosure check: Does form indicate individual is registered with DBS Update Service?

Disclosure check: Does form indicate individual is PVG registered?

Is the individual in the process of applying to be a member of the PVG scheme?

Has a church check been completed in the last 5 years?

Contact individual for them to speak to their church Safeguarding Co-ordinator to initiate PVG scheme registration

Await confirmation of PVG scheme registration. Continue as flow chart

Await confirmation from CoS of PVG registration. Complete registration process. Issue individual with welcome letter & appointment card

Complete the registration process. Issue individual with welcome letter and appointment card

Registration expiry date will be the end of the BB session, 5 years after date of the disclosure check

PVG Forms would normally be supplied by the local churches safeguarding coordinator and completed at the same time as the Lreg1 form.