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| ROLE/POST:  |
| TASK | DATE COMPLETED |
| Identify the contact the person will have with children |  |
| Define the Role |  |
| Create a Job Description |  |
| Consider selection criteria |  |
| Application Form and/or CV requested |  |
| Interview |  |
| References Sought |  |
| Declaration Form |  |
| Vetting |  |
| Contact |  |
| Induction |  |

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SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_