



Safer Recruitment Policy

All Saints' Church, Walsoken

Please refer to Document S&S_Doc_001 for all Safeguarding and Social requirements.

Specific Policy

This Safeguarding & Social (S&S) sub-policy controls safer recruitment at church.

Appointed Roles

The requirements in this policy must be followed for the appointment of all roles within our church that involve substantial contact with children and/or vulnerable adults, for example.

- 1) Members of the clergy authorised to officiate.
- 2) Readers/Licensed Lay Ministers (LLMs).
- 3) Lay workers.
- 4) Youth workers.
- 5) Volunteers.

Specific appointment processes will vary depending on the exact scope and function of each appointed role as they will need to be proportionate to the degree of safeguarding risk and responsibility. Nevertheless, the key principles and practices detailed in this policy should be made to apply to all appointed roles in our church which involves substantial contact with children and/or vulnerable adults. Failure to apply these principles and practices exposes children and vulnerable adults to greater risk of abuse by people who could target and exploit inadequate safeguards.

Irrespective of the specific processes and terminology used for appointed roles, the critical elements that must be present in arrangements for the appointment and subsequent continued oversight processes for all roles involving substantial contact with children, young people and vulnerable adults.

Elected Roles

There are several roles where individuals are elected to various positions within the Church of England, this includes Parochial Church Council (PCC) members and churchwardens. Even if an individual, as part of their elected role, will be working with children and/or vulnerable adults, the appointment to an elected office is not conditional upon the receipt of satisfactory DBS checks or references and once elected, the person concerned is validly elected to his/her office. Prior to the election, a declaration must be made by the candidate that he/she is not disqualified. This declaration must be properly scrutinised by the responsible person (see below).

Following the election, consideration must be given as to whether the individual, as part of their elected role, will be working with children and/or vulnerable adults. If yes, then the requirements of this policy must be followed and such work not undertaken until all appropriate checks have been completed.

Reference Documents

Safer Recruitment and People Management Guidance 2021 (Church of England)

Safeguarding Vulnerable Groups Act 2006

The Children and Young Persons Act 1933.

Procedure

Safer Recruitment Process

This process is mandatory for voluntary roles within our church that involve substantial contact with children and/or vulnerable adults.

Stage 1: The Responsible Person

A responsible person must be identified to oversee each role to be recruited to that is within scope. The responsible person must have been safely recruited themselves and undertaken Safer Recruitment & People Management training in the last 3 years.

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Stage 2: Role Description (Person specification)

All roles within scope must have a role description and person specification.

Stage 3: Advertise

The 'personal approach' must only be used if there is no other option. Other safer recruitment requirements must still be followed.

Stage 4: Application

A standardised application form must be used. Any gaps in chronology must be identified and further discussed with applicant.

Stage 5: Confidential Declaration

This form must be completed for all roles requiring a DBS check.

Stage 6: Shortlisting

Must be undertaken by the responsible person and one other

Stage 7: Interview and Assessment

There must be an interview even if only one applicant. Interview panel must consist of a minimum of two people, one of whom has undertaken Safer Recruitment & People Management training in last 3 years. Interviews must be face to face

Stage 8: Checks

No one must commence in role until all the pre appointment checks have been returned and are satisfactory

- a) **Interview and Assessment:** Two references must be sought, and these should not be from family members
- b) **DBS:** DBS must be applied for and certificate received before person commences in role. Local procedures for blemished DBS checks must be followed

Stage 9: Appointment

All appointments are subject to a satisfactory probation period (determined locally at outset). Volunteers must be given a volunteer agreement

Stage 10: Induction

Training requirements must be discussed along with who to report safeguarding concerns to. 1:1 meetings must be held with the person the new appointee works to.

Stage 11: Probation and settling in

There must be regular meetings during the probation and settling in period.

Stage 12: Ongoing Support

The nature and form of ongoing support must be agreed at the end of a successful period of probation and ideally face to face meetings should be held regularly.

Stage 13: Learning and Development

In line with the Safeguarding Learning & Development Framework, learning and development for all roles that fall within the scope of this guidance is mandatory. Note: Basic and foundation training must be completed within the probation period

Stage 14: Record Keeping

Records of all pre-appointment checks must be retained and a record of ongoing support maintained

Forms

Safeguarding forms concerning safer recruitment are standard via the Church of England webpages

Diagrams

None

Appendices

None

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