

## **Safer Recruitment Policy for All Saints, Denmead.**

This document provides nine steps for safer recruitment. It is based upon the Diocese of Portsmouth safer recruitment guide which can be found in the 'In Safe Hands' handbook (updated 2017) located in the Church Hall Servery.

### **1. Responsibility for recruitment**

All Saints Denmead recognises we have a duty of care to prevent unsuitable people from working with vulnerable groups, whose needs must come first. A thorough and open process for recruiting and appointing workers may in itself act as a deterrent to potential abusers. It will ensure that the needs of the parish are matched to the needs and skills of the worker. The PCC of All Saints, Denmead takes full responsibility for appointments and approval of paid workers and volunteers.

### **2. Role Descriptor**

For each paid/volunteer role the role descriptor sets out the tasks the applicant will do and what skills are required.

### **3. Volunteer Application Form**

An application form will always be necessary to assess the person's suitability for the role. Two references are required. References should be from a person who knows them well and can vouch for them in a church context or from someone who has experience of them in a different context, for example a paid work role.

### **4. Confidential Declaration Form**

Individuals who work or volunteer with vulnerable groups must complete a Confidential Declaration at the start of the process which asks if there is any reason why they should not be working with vulnerable children and/or adults. Should the applicant not wish to complete the Confidential Declaration, which is entirely his/her choice, the application should not proceed further.

### **5. Disclosure and Barring Form (DBS)**

Criminal record checks provide details of an individual's criminal record, including convictions, cautions, reprimands and warnings held on the police national computer. All Disclosure applications must be completed, signed and dated by the applicant. The completed form should be presented to the Parish Safeguarding Representative who will ensure that the information provided by the applicant is checked, and their identity confirmed through the examination of a range of documents that the applicant must provide. An enhanced clearance is the usual level of screening undertaken. *The start date or appointment for any voluntary worker must not be confirmed until the relevant criminal record check is received and recorded by the Diocesan Safeguarding Administrator.*

## **6. Interview/discussion**

A face-to-face discussion must take place to assess a person's suitability for the role and is an essential part of the safer recruitment process. In the face-to-face discussion you should include questions about the applicant's attitude and values to working with vulnerable groups, and if there are any pending cases/issues which could affect their ability to carry out this role.

## **7. Induction and Training**

Each volunteer will be given a Safeguarding Practice Guide relevant to their role in the church endorsed group. Volunteers whose role involves working with children and adults who may be at risk of harm must receive relevant safeguarding training from the Diocese after starting their role, regardless of previous experience. (Within approximately 3 months) Safeguarding training can be undertaken on-line for most roles. Volunteers must also attend/complete regular updates every three years. *The PCC carry responsibility for ensuring that all parish workers and volunteers attend the appropriate courses for their role.*

## **8. Probationary Period**

It is good practice to have a period of probation as this provides an opportunity for church leaders to ensure the person's capability of undertaking the role, and that they are working in accordance with the safeguarding policy and good practice guidance. During this period relevant training can also be planned and support arranged.

## **9. Supervision and Review**

Children, young people and adults who may be at risk of harm are best protected when the people who are working with them do not feel isolated. The PCC, with the Incumbent and the Parish Safeguarding Representative, should make sure that workers and volunteers have the opportunity to meet together regularly, to ensure a common approach, sharing concerns and identifying matters which need clarification or guidance. Each church endorsed activity should arrange regular supervision/review meetings.

This Policy was agreed and ratified by All Saints PCC

Incumbent\_\_\_\_\_

Safeguarding Officer\_\_\_\_\_

Date\_\_\_\_\_