

ST SAVIOUR'S CHURCH, GUILDFORD

SAFER RECRUITMENT POLICY

1. INTRODUCTION

St Saviour's PCC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All clergy, employees and volunteers are expected to share this commitment. St Saviour's PCC follows the Church of England's Safeguarding Policy 'Promoting a Safer Church'¹.

Safeguarding is the responsibility of the whole church community.

In line with the House of Bishops 'Guidance on Safer Recruitment and People Management'², St Saviour's exercises proper care in the selection, appointment, training and support of those working in a paid or voluntary position with children (under the age of 18) or vulnerable adults by using comprehensive safer recruitment procedures.

This policy and safer recruitment procedures apply to the recruitment both of paid employees and volunteers and will be applied in a proportionate way for volunteers.

2. RESPONSIBILITIES

A member of clergy or staff, with appropriate up to date safer recruitment training, will take responsibility for each role which needs to be safely recruited, **both employed and voluntary**.

3. ROLE DESCRIPTIONS AND PERSON SPECIFICATIONS

Role descriptions and person specifications will be prepared for each role which needs to be safely recruited and will outline the church's commitment to safeguarding.

At present, St Saviour's roles covered by the policy include:

Clergy and all employed roles

All ordained Church of England ministers (stipendiary and non stipendiary), other designated ministers and all members of the employed staff team because they may interact with children, young people and vulnerable adults as part of their role.

Volunteers

- Team leaders and volunteers in all Sunday and midweek children's ministry groups (0-11)
- Team leaders and volunteers in all youth groups including those who accompany offsite activities (11-18)
- Team leaders and volunteers who support the additional needs ministry, Trekkers
- Team leaders and volunteers who support the midweek community Baby and Toddler groups
- All those who volunteer to support the Trekkers Festival and other one off children, youth and family activities in the church's year (eg the Pancake Party, Light Party, Christmas parties etc)
- Pastoral Assistants and all those exercising designated pastoral ministry (eg PoD leaders)
- Churchwardens

¹ <https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>

² <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

4. ADVERTISEMENT

All **clergy and employed lay roles** will be subject to appropriate public advertisement and include access to St Saviour's safeguarding policies. Advertisements will include reference to checks, including DBS and references, which are required for the role.

Recruitment information for **voluntary roles** will also include reference to St Saviour's safeguarding policy and indicate what types of checks will be required for the role.

5. JOB DESCRIPTIONS

A job description will be available when an **employed role** is advertised. For volunteers the job description will be available on the recruitment pages of the website and a paper copy will be given to the applicant at the time of the interview (and used as a basis for the discussion).

6. APPLICATION PROCESS

Applicants for **stipendiary clergy roles** will use the diocesan application form and follow the relevant diocesan safeguarding policies and procedures.

St Saviour's application documentation for **employed roles** includes reference to the church's safeguarding procedures, the level of DBS check which applies to the role and the relevant privacy notice.

Volunteers will also be asked to complete an application form with appropriate safeguarding information and provide references.

7. CONFIDENTIAL DECLARATION

If an enhanced (with or without barring list) DBS check is required for a role, applicants for **employed and volunteer** roles will be asked to complete the Church of England Confidential Declaration Form.

8. SHORTLISTING

Shortlisting for all **employed roles** is carried out by a panel, including the designated lead for the role, reviewing each application against the role description/person specification. Any gaps or inconsistencies in applications will be identified.

At least two people, including a staff member, will consider applications for **volunteer roles**. Any gaps or inconsistencies in applications will be identified.

9. INTERVIEWS AND ASSESSMENT

Interviews for **all clergy and employed roles** are carried out face to face by a panel of at least two people. Interview questions are preplanned and each candidate is asked the same questions. Interviews always include questions about the culture and practice of safeguarding.

For **volunteer roles**, interviews are carried out by at least two people and are more conversational. The job description will be discussed. Questions about the candidate's attitudes and values towards safeguarding are always included.

10. PRE APPOINTMENT CHECKS

All appropriate pre appointment checks are carried out. **For employed staff, these include proof of identity, the right to work and qualifications, viewing only original documents.**

For **volunteer roles**, these include viewing of ID documents for proof of identity for the DBS check (original documents only) and completion of the volunteer forms.

References for both **employees and volunteers** are always requested and checked against information gathered during the recruitment process. Where appropriate, referees are telephoned to check the content of references.

11. DISCLOSURE AND BARRING SERVICE

DBS checks, including applications to the Update Service, are carried out for all successful applicants where the role meets the criteria for a check – **both employed and volunteer**.

12. CRIMINAL RECORDS

If concerns arise from a Confidential Declaration Form or DBS certificate for a prospective **employee or volunteer**, these are followed up with the Diocesan Safeguarding Adviser.

13. APPOINTMENT

All appointments, for both **employed staff and volunteers**, are made subject to completion of satisfactory pre-appointment checks and no one can begin their role until the checks are satisfactorily completed. Individuals are given relevant documentation which they are required to sign to confirm that they have read, understood and agree to their responsibilities.

Employees sign a contract of employment and volunteers, a **volunteer** agreement.

14. SAFEGUARDING TRAINING

Prior to taking up their role **employees and volunteers** will be expected to undertake the necessary levels of safeguarding training as stipulated by the Diocese. They will not be able to start their role until this has been completed. As part of their induction, **employees and volunteers** will also be told of any ongoing safeguarding training requirements for their role.

15. INDUCTION

All roles, **employed and volunteer**, have an induction process including mandatory safeguarding training and information about St Saviour's safeguarding policies and procedures including what to do if they are concerned about the safety and wellbeing of a child, young person or vulnerable adult, or the behaviour of any adult, and who to report concerns to.

16. PROBATION/SETTLING IN PERIOD

All job offers for **employed** roles are made subject to a probationary period and all employees receive induction, safeguarding training and one to one meetings during this period. Each member of staff has a designated line manager and will be directly observed during this period.

A less formal process operates for **volunteers** but the ministry leader will check in with them, observe their work and ensure that they are working safely with the children, young people or vulnerable adults they are supporting.

17. ONGOING SUPPORT, ACCOUNTABILITY, OVERSIGHT AND SUPERVISION

All **employees** have regular one to one meetings with their designated line manager where they can raise any concerns. St Saviour's operates formal performance management arrangements for all staff.

Ministry leaders and/or Team Leaders will be available to **volunteers** for support and oversight and will ensure that **volunteers** feel supported and valued. Team leaders will also keep a watchful eye on the teams to ensure all volunteers are fulfilling the requirements of the role. If they feel that a volunteer is struggling discussion will be had to see what extra support is required and more oversight will be arranged.

18. RECORD KEEPING

Full records are kept, and stored appropriately, for everyone working with children, young people and vulnerable adults. Records are kept for the length of time required by diocesan safeguarding policies.

January 2024

APPROVED BY ST SAVIOUR’S PAROCHIAL CHURCH COUNCIL ON:

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TO BE REVIEWED ON: (date)