



**ST JOHN THE EVANGELIST
CHURCH STREET
GOLCAR
HUDDERSFIELD
WEST YORKSHIRE
HD7 4PX**

POLICY DOCUMENT

SAFER RECRUITMENT POLICY

ORIGINAL ADOPTION DATE

VERSION 1

PLANNED REVIEW DATE: April 2022


The PCC of St John the Evangelist Golcar support and follow the Parish Safeguarding Handbook and the Church of England Safer Recruitment Policy and Guidance.

This policy is for the guidance of the PCC and all those to whom the recruitment of Volunteers and Employed staff to support decision making.


Additional Guidance & Support


1. The Recruitment Flowchart outlines in more detail the steps to be followed in the recruitment of volunteers and employed staff.
2. It should be noted that all those who are paid anything other than expenses for a role are employees of the Parish and Employment Law should be followed at all steps of the process.
3. The Parish has adopted Equal Opportunities and Employment of Ex-Offenders Policies and these will be followed for all employed positions and applied to volunteer posts as far as is possible. They should be read prior to starting any recruitment activity
4. All Safer Recruitment activity should be carried out by more than 1 person to ensure fairness and compliance with the process
5. You should keep a note of any discussions. Template Application Forms, Reference Letter, Interview Questions are available for your use
6. Please note that under GDPR there are strict rules covering the acquisition, use and retention of personal and sensitive data. All notes, records of interviews, application forms, references etc are covered by this.
7. For further advice and support speak to the Incumbent, Parish Safeguarding Officer or PCC HR Lead


SAFER RECRUITMENT CHECKLIST & PROCESS

	EMPLOYEES ¹		OFFICE HOLDERS	VOLUNTEERS		
	CATEGORY 1	CATEGORY 2		CATEGORY 1	CATEGORY 2	CATEGORY 3
Examples of roles 	Parish Admin; This would also include paid Youth Workers; Special Project Worker	Cleaners; Casual Workers in supervised roles	Examples Churchwardens; PCC members; Safeguarding Officer;	Leaders of Childrens Work or work with vulnerable adults; Parish Visitors; Event Leaders	Helpers (supervised) in Childrens' or work with vulnerable adults work; Readers; Sidespeople; Welcomers;	Kitchen helpers; Gardeners; maintenance team
PROCESS These are listed in the Parish Safeguarding Handbook	The columns below show how we intend to implement the processes					
Job or Role Description	Job Description	Job Description	Responsibilities as given in canon law/church representation rules	Role Description	Role Description	Role Description
Advertising	Initially internal: eg parish notices. Otherwise external advertising		Usual APCM procedures. The PCC may also directly approach someone.	Church notices and Personal Approach	Church notices and Personal Approach	Church notices and Personal Approach
Application Form (template available)	Y (comprehensive)	Y (basic)	Some offices require proposer/secondor forms to be completed.	Y (with details of motivation and experience)	Y	Y Contact details, qualifications (eg food safety)

¹ Where employees also take on voluntary roles within the church the 'highest' role will determine what checks will be made

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References	Written. 2 required, at least 1 from outside the church. NB Unless written approval from candidate these should not be taken up prior to a firm job offer made to the candidate. Offer made subject to references. Reference should be from a personal referee and a 'professional' referee – generally current employer	Verbal or written. 2 required, at least 1 from outside the church	Based on reputation The PCC might require a reference for certain officers	Written or Verbal	Verbal	Verbal
Confidential declaration form <i>The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect.</i>	Dependent on role and contact with children/vulnerable adults	No unless the individual may have contact with children and/or vulnerable adults	All PCC officers, Safeguarding Officer, and some others	Yes	Dependent on role and contact with children/vulnerable adults	No unless it is considered necessary to carry out a DBS check due to expected unsupervised contact with children/vulnerable adults

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DBS Req'd? <i>Note all DBS checks are at enhanced level</i>	Yes	No unless the individual may have contact with children and/or vulnerable adults	Wardens, PCC, Safeguarding Officer and some others	Yes	Dependent on Role and expected contact with children/vulnerable adults	No unless it is considered necessary to carry out a DBS check due to expected unsupervised contact with children/vulnerable adults
Interviews	Shortlist if necessary against the criteria. Formal interview by min 2 people; individually scored against criteria. (Best practice advice at least 2 candidates should be interviewed	Shortlist if necessary against the criteria. Informal interview by min of 2 people. Suitability assessed against criteria	Elections. Informal discussion had with those whom the PCC wishes to appoint officers	Informal discussion by min 2 people against criteria – how does this individual believe that they fulfil role criteria?	Informal discussion	Informal discussion
Offer the role (Formal Appointment) <i>dependent on completion of checks. This will be a decision by the interviewing panel.</i>	Yes	Yes	Result of election or appointment	Yes	Yes	Yes
Checks	Take up all checks, these may include: DBS, references, occupational health check					
Appoint	Contract of Employment	may be a casual worker / contractors contract	Record in minutes of meetings	Volunteer Contract	Volunteer Contract	Volunteer Contract
Probation period	6 months (with intermediate reviews)	3 months (with intermediate reviews)	appointed annually	Informal Discussion	Informal Discussion	Informal Discussion

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Induction (including the issue of relevant policies and guidelines)	Yes	Yes		Yes	Yes	Yes
Training . This can be formal training; provided by the Diocese or informal 'learning from another'	Yes <i>Level of Safeguarding Training Required agreed with Safeguarding Officer based on current relevant Diocesan Guidance</i>	Yes <i>Level of Safeguarding Training Required agreed with Safeguarding Officer based on current relevant Diocesan Guidance</i>	Yes <i>Level of Safeguarding Training Required agreed with Safeguarding Officer based on current relevant Diocesan Guidance</i>	Yes <i>Level of Safeguarding Training Required agreed with Safeguarding Officer based on current relevant Diocesan Guidance</i>	Yes <i>Level of Safeguarding Training Required agreed with Safeguarding Officer based on current relevant Diocesan Guidance</i>	Offered but not mandatory <i>Level of Safeguarding Training Required agreed with Safeguarding Officer based on current relevant Diocesan Guidance</i>
Annual Reviews – during which identify further training and support required.	Appraisal	Informal Review		Informal Review	Informal Review	Informal Review