

Four steps to Safer Recruitment Factsheet

This factsheet is designed to lead in conjunction with the national Church of England Safer Recruitment guidelines.

https://www.churchofengland.org/media/2552006/safer_recruitment_practice_guidance_2016.pdf

<https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx>

This factsheet is designed to support parishes in their recruitment. It offers guidelines on best practice and safer recruitment as well as advice on the appointment process of all volunteers taking up key roles in worship or pastoral work.

For further advice and support on any aspect of safer recruitment please contact the Diocesan Safeguarding Office or visit our website:

<http://www.gloucester.anglican.org/parish-life/safeguarding/>

Step one: Identify the role to be undertaken and think through carefully what it will involve.

- ✓ Have a clear and up to date, simple written description of the role, its component parts, and what the volunteer is expected to do. Include the expectations of the role, for example, the expected time commitments required.
- ✓ Make sure you are clear about either the experience needed or the support and training you are able to provide.

Always include information stating that you will recruit for the role using a “safer recruitment process”. At this stage, identify what level of DBS check is required of anyone applying for the role.

Step two: Decide how, when and where you want to ‘advertise’ the role to attract the best possible volunteer.

- ✓ In your ‘advert’ always include the level of DBS check required of anyone applying for the role. If a DBS is not required we are no longer able to ask people to complete a confidential declaration.
- ✓ Include a line stating how seriously your parish/benefice takes its safeguarding responsibilities. For example you could say: “We take the safety of everyone within the church very seriously and therefore expect all staff and volunteers to abide by the Church/Parish safeguarding policies.”
- ✓ Let people know how and to whom they should send their applications. Ideally, applications should be made in writing or using an application form. Applications

should include references.

- ✓ Make sure there is a closing date and you have thought through where and when you will hold interviews. The needs of those with a disability must be considered.

Step three: Informal meeting or formal interview, decisions and references

- ✓ Try to gain an understanding of why the person wants to take on the role. Importantly in roles working with vulnerable people or children, this is an opportunity to find out about what motivated a person and to make some initial assessments about what the skills and experiences they may bring to the role, or the sort of training and support they may need.
- ✓ You can ask questions like:
 - Why are you volunteering for this role?
 - What do you think the role will entail?
 - What do you think are the challenges in working with (bereaved, the young, teenagers etc.)?
 - How do you think you would cope in a difficult situation (and give a scenario relevant to the role).
- ✓ We always recommend that volunteers are required to provide references before they are offered the role. This could be a personal or professional reference. References should always be in writing and kept securely in line with data protection requirements and in a proper personnel/volunteer file.
- ✓ If the role requires a DBS check, ensure the person applying knows where they can go locally to complete this. Inform them that they are unable to start the role until you have been informed by Church House that they are cleared to do so.

Step four: Supervision, training and induction

- ✓ It is important that all volunteers understand their safeguarding role and also receive appropriate training, support and supervision.
- ✓ All volunteers should be given a copy of the parish safeguarding policies and as part of their induction and ongoing support, be made aware of where or who they should speak with to raise concerns and worries.
- ✓ All volunteers should have a copy of the diocesan pocket-guide to safeguarding.