

Safer Recruiting in the parish

This is a summary of the steps to safer recruiting for parishes and PCCs.

- Finding and recruiting the right people to work with children and vulnerable adults can be difficult.
- What follows is a safer recruitment checklist to help make sure that parishes recruit / appoint appropriate people as employees or volunteers.
- It is a criminal offence for an individual, who is barred from working with vulnerable people (children and adults experiencing, or at risk of abuse or neglect), to apply for a regulated activity role and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role.
- References and a DBS check happen at the **end** of the process when the appointer / appointing body is minded to appoint. No one should start a role which requires a DBS before it has been confirmed.

2. The steps to Safer Recruiting

Check out the diocesan website for a variety of template forms and

paperwork <https://www.gloucester.anglican.org/about-us/safeguarding/guidance-and-policies/>

1	<p>Be clear about who is responsible for appointments. In local Churches this rests with the PCC. Responsibility can be delegated but the person must have a good understanding of safeguarding matters, and be capable and competent in recruitment and be able to keep personal matters confidential.</p> <p>This may also include managing personnel files, confidential reference letters, maintaining signed copies of any contracts of employment, or volunteer agreements and other records, personal details/data etc. Further HR advice can be provided by the diocese's HR team.</p>
2	<p>Ensure that there are safeguarding policies in place. The parish must have adopted the House of Bishops' safeguarding policies as set out in the national parish safeguarding handbook.</p>
3	<p>Have a clear job description or role which sets out what tasks the applicant will do</p>
4	<p>Have a proper recruitment process, application, references and DBS as appropriate</p>
5	<p>Approval. The decision to appoint to voluntary or paid work must be made by those who have the responsibility for</p>

6	Have a policy statement on the recruitment of ex-offenders. Applicants must be clear about how they will be treated if they are ex-offenders. The DBS (and the diocese) has published a sample policy statement on the recruitment of ex-offenders.
7	It is good practice to induct a new volunteer, ensure supervision and support is in place and conduct a review regularly as the role requires.

For the full national guidance document visit: *

https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf

March 2019