

St George's Church of England, Worthing



Policy Statement: Safer Recruiting

Scope

This policy statement relates to the recruitment of those who will be working, whether as employees or volunteers, with children, young people or adults who may be vulnerable at the parish of St George's Worthing.

The procedures set out in this statement may also be adopted, in a modified form, when recruiting employees or volunteers for other roles within the church. This will depend on the nature of the role involved.

Underlying Principle

The Parochial Church Council's (PCC) policy is to fully comply with the practice guidance issued by the House of Bishops set out in the "Church of England Safer Recruitment and People Management Guidance". The outline below provides a summary of the procedure involved for ease of reference but should not be viewed as alternative or contrary to the full Church of England guidance.

The PCC is responsible for the recruitment of all workers whether employed or volunteers. Normally this responsibility will be delegated to specific individuals. When recruiting employees the PCC will appoint individuals to oversee the recruitment process on a case-by-case basis. Responsibility for overseeing the recruitment of volunteers is set out in the church's Volunteer Management Policy.

Outline Procedure

- Role Description and Person Specification

A Role Description and Person Specification will be drawn up for all roles. This will include a reference to the church's commitment to safeguarding and safer recruitment and that appointment will be subject to a satisfactory enhanced DBS check and willingness to undertake safeguarding training. Other information relevant to the post, such as the church's safeguarding policies, should also be made available to interested persons.

- Advertising

A variety of means may be used to make needs or vacancies known depending on the nature of the role. In all cases, however, it must be made clear that interested persons are being invited to apply for the role. No promise of appointment can be made at this stage.

- Application form

All applicants will be expected to complete a standard application form and supply two references. References will be taken for all applicants.

- Confidential Declaration

All applicants will be expected to complete a Confidential Declaration Form in the form set out by the Church of England.

- Interview

An interview with all applicants will take place, no matter how well the applicant is known within the church. As well as providing the opportunity to discuss the role with the applicant it should seek to

assess the applicant's suitability for the role. Any queries arising from the application form or references, etc should be raised and adequate answers sought.

- Offer

Subject to those responsible for making the appointment being satisfied that the applicant is suitable for the role a conditional offer of employment can be made in the case of employed roles or a conditional invitation to join the team in the case of volunteers. As set out in the church's Volunteer Management Policy St George's does not undertake to accept every individual who offers to take up a voluntary role within the church.

- Disclosure and Barring Service (DBS) enhanced disclosure

Before any appointment is confirmed the applicant will be expected to apply for an enhanced DBS disclosure. This will be managed by the church's safeguarding team. Any other checks that may be needed to comply with denominational or legal requirements will also take place. In the event of a blemished DBS check being received or information of concern being disclosed on the Confidential Declaration Form a risk assessment must take place in consultation with the Diocesan Safeguarding Advisor prior to any appointment being confirmed.

- Confirmation of Appointment

Subject to required checks being satisfactory the appointment can be confirmed. Employees will be provided with a contract of employment. All volunteers will have a Volunteer Agreement signed by the volunteer and a representative of the church.

- Induction

Before taking up the role all persons appointed must participate in the appropriate Safeguarding Training course provided by the Church of England (or have done so within the previous three years) and be provided with appropriate orientation to their role including a briefing on relevant church policies.

- Record Keeping

A written record demonstrating that the above procedure has been followed will be retained by the church together with any other relevant paperwork.

- Ongoing Support

Employees will have a line manager and be subject to a probationary period and periodic appraisals thereafter as set out in their contract of employment. The arrangements for the ongoing support of volunteers are set out in the church's Volunteer Management Policy.

Review

This policy will be reviewed after three years or on the receipt of updated guidance from the Church of England.

Approved by St George's PCC on 13 May 2024