

The Safer Recruitment Process

Stages: (NB these are guidelines, please make the process work for you & for the role in question. Some of the documents may need adapting and some stages can be done informally but must be done & recorded on the pro-forma on the next page)

- Having informally chatted with the volunteer, the first stage is to give him/her a copy of the **job description** for the role in question.

- If the volunteer is happy with the job description, he/she can be given an **application form** (template 2 on the church website) before or during an **informal interview/discussion** to assess the person's suitability for the role. The application form should be completed by the volunteer (or can be completed during the discussion and then handed to the volunteer to sign). Questions must assess the values, motives, behaviours and attitudes of those applying for roles which work with vulnerable groups. Use the job description & application form as a guide. If you recommend approval then the applicant must be asked to complete an appropriate criminal record check. For roles not working with children/vulnerable adults just chat over role suitability & previous experience using the job description as a basis (no confidential declaration is necessary)

- **References** Always ask for and take up a reference *for people working with children or vulnerable adults*. Ask referees specifically about an individual's suitability to work with vulnerable people. A model template reference request letter can be found on the church website (template 1) Verbal references are permissible but names & brief notes need to be recorded.

- If the appointment is for youth & children's work, and the volunteer and you are happy to proceed with the appointment, you must do a **Confidential Declaration**. Ask if there is any reason why a volunteer should not be working with children and adults experiencing, or at risk of abuse or neglect. The Diocesan Safeguarding Adviser is there to give advice and must be contacted if an applicant discloses any information in his / her Confidential Declaration. If the volunteer needs a **DBS check** then a confidential declaration is not needed at this stage as it will be done as part of the DBS checking process. Just make sure that the volunteer knows how to apply for a DBS check.

- **Approval.** The decision to appoint to volunteer must be made by the PCC who have the responsibility for appointments. A letter of appointment can be found on the church website at template 3 - adapt this if it needs it, complete it and give it to the volunteer. Keep a copy and file away confidentially.

- It is good practice to **induct** a new volunteer, ensure supervision and support is in place and conduct a **review annually** as the role requires, and as outlined on the approval letter. Write the dates of induction & review and make sure you & the volunteer are aware of them.

- **Make a record** of all these stages, making notes if necessary. You might find the pro-forma attached to be of use - you can mark the stages as you complete them and also record any important info you would like to remember. Information is confidential and should be stored safely, usually in a locked filing cabinet with the children/youth work files.

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✓	Name of Applicant & Role -	Date of Completion & Notes
	<p>Job description or role which sets out what tasks the applicant will do - send or give a copy to the applicant/volunteer</p>	
	<p>Application form A model template application form can be found at template 2 on the church website. Give to volunteer to complete or chat it through at the next stage.</p>	
	<p>Interview / discussion. Have a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role. Questions must assess the values, motives, behaviours and attitudes of those applying for roles which work with vulnerable groups. Use the job description & application form as a guide.</p>	
	<p>References Always ask for and take up a reference <i>for people working with children or vulnerable adults</i>. Ask referees specifically about an individual's suitability to work with vulnerable people. A model template reference request letter can be found on the church website template 1.</p>	
	<p>The Confidential Declaration/DBS. Ask if there is any reason why a volunteer should not be working with children and adults experiencing, or at risk of abuse or neglect. If the volunteer needs a DBS check then a confidential declaration is not needed at this stage as it will be done as part of the DBS checking process. Just make sure that the volunteer knows how to apply for a DBS check.</p>	
	<p>Approval. The decision to appoint to volunteer must be made by the PCC who have the responsibility for appointments. A letter of appointment can be found on the church website at template 3 - adapt & complete this and give it to the volunteer. Keep a copy and file away confidentially.</p>	
	<p>It is good practice to induct a new volunteer, ensure supervision and support is in place and conduct a review annually as the role requires, and as outlined on the approval letter. Write the dates of induction & review along with any relevant notes on this sheet.</p>	