



## Parish of St Edmund's and St Mark's Wootton Bridge

### Safer Recruitment Policy

This policy adopts the guidance provided by the Diocese of Portsmouth with regard to Safer Recruitment (The Safer Recruitment and People Management Process). The safer recruitment process will be proportionate to the degree of safeguarding risk and responsibility. For example, the process will be shortened for the appointment of a refreshment server volunteer role as compared with the full process of the appointment of a children's work leader.

There are 14 potential stages which will be followed when recruiting, supporting and supervising all volunteers within the parish. Any shortened stage will be with the agreement of the Incumbent and the Safeguarding Officer. And this decision will be recorded and held with the relevant paperwork for the role being recruited.

The parish will ensure that its policy and practice is compliant with Data Protection legislation.

These stages are:

- Defining the responsibilities of the role as agreed by PCC
- Constructing the role description and person specification (agreed by Incumbent and lead officer)
- Advertising the role or if there are known persons inviting them to make an expression of interest
- Application process (see Appendix A for application form) – candidates need to have access to the following policies:
  - Safeguarding Policy
  - Safer Recruitment Policy
  - Whistleblowing Policy
- Completion of the Confidential Form (if engaged in a regulated activity such as children's or vulnerable adults work). This form must only be viewed by those involved in the recruitment process.
- Shortlisting – even if only one applicant – and must involve at least two people. Outcome recorded and feedback given to those not shortlisted
- Interview and assessment – even if only one applicant – and must involve at least two people both of whom have completed the safer recruitment training within the last three years
- Pre-appointment checks, including proof of identity and references (all to be documented and recorded)
- DBS check at standard or enhanced level (as appropriate to the role)
- Criminal records check – see Recruitment of Ex-offenders policy
- Appointment – volunteers should be issued with a Volunteer Agreement (for all regulated activity) – see Appendix B
- Induction – to include training expectations; support and clarity of expectations (usually conducted by the person to whom the role is responsible).
- Settling-in period – overseen by the person to whom the role is responsible
- On-going support, accountability and supervision. An opportunity for regular meetings with the person to whom the role is responsible and an annual review meeting (this last must be documented and signed by both parties)

**Review date**

Reviewed and approved by the PCC 11<sup>th</sup> February 2025.

Signed and Agreed

Incumbent: Rev'd Sandra Matthews

Churchwardens: Harry Kirby

Next Review: January 2027