Parish of St Edmund's and St Mark's, Wootton
A parish within the East Medina Plurality

Safer Recruitment Policy

This policy adopts the guidance provided by the Diocese of Portsmouth regarding 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**. 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.

Appointing a volunteer under the Code of Practice 'Safer Recruitment and People Management'

Stage 1 – the PCC identifies a need or a vacancy occurs
Stage 2 – the PCC identifies a 'responsible person' who will design / review the role description and person specification in partnership with the incumbent / churchwarden in vacancy. **The responsible person must be identified to provide ongoing support for volunteers whose role falls within scope of this code. The responsible person must themselves have been safely recruited and must understand the requirements of this code and be up to date with the required safeguarding training i.e. Safer Recruitment**
Stage 3 – consult with the Safeguarding Officer as to whether DBS is required of Declaration of Suitability and the level of Safeguarding training.
Stage 4 – Advertise the role. The advert must include:

- A statement which confirms the church body's commitment to safeguarding and safer recruitment.
- The essential elements of the person specification required for the role.
- The pre-appointment checks that are required for the role.

If a 'personal approach' is used then these elements above must be included.
Stage 5 – Applicants complete the application form (PSO will advise of the type of form depending on the role. Applicants should have access to the Parish's

- Safeguarding Policy
- Safer Recruitment Policy
- Whistleblowing Policy

and submit the Confidentiality Form if working in a regulated activity i.e. children and vulnerable adults (this form is only seen by those involved in the recruitment process).
Stage 6 – Shortlisting even if only 1 candidate; must involve at least two people. Outcome recorded and feedback offered to those not shortlisted.
Stage 7 – Interview and assessment – again involving at least two people, at least one of whom have completed the Safer Recruitment training within the last three years

Stage 8 – Pre-appointment checks e.g. references and proof of identity. All this is be noted and recorded.
Stage 9 - DBS check at standard or enhanced level (as appropriate to the role) or Declaration of Suitability completed
Stage 10 - Criminal records check – see Recruitment of Ex-offenders policy
Stage 11 - Appointment – volunteers should be issued with a Volunteer Agreement (for all regulated activity). No start date can be agreed until all checks have been completed.
Stage 12 - Induction – to include training expectations; support and clarity of expectations (usually conducted by the person to whom the role is responsible). All volunteers must be provided with:

- Policies and procedures in relation to safeguarding, including the identity and responsibilities of those within the church body with designated safeguarding responsibilities.
- Standards of conduct and behaviour expected.
- Other relevant procedures/documentation e.g. whistleblowing, disciplinary procedures, privacy notice relevant to appointment.

All volunteers must sign a document to indicate that they have received, understood and agree to adhere to all the written statements identified
Stage 13 - Settling-in period – overseen by the person to whom the role is responsible. All relevant safeguarding training should be completed in the settling in period.
Stage 14 - 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 24 September 2026
Signed and Agreed
Incumbent: Vacancy
Churchwardens: Harry Kirby and Steve Beynon
Next Review: September 2028