

Safer Recruitment Process – May 2025 onwards

The process outlined below represents a slightly streamlined version of the steps that are set out in the Church of England's new Safer Recruitment and People Management process. It was approved by our three PCCs in their meetings in May 2024 and will apply whenever we recruit adults to any position (paid or unpaid) that involves working with children, young people, or vulnerable adults.

As a rough guide, it will usually take several weeks to work through this whole process with a volunteer. It is a complicated process, which requires the person responsible for the recruitment to work closely with the appropriate Church Safeguarding Officer (CSO) and Philippa Allan. So, wherever possible, please try to avoid leaving recruiting volunteers until the last minute!

1. Clarify role/position we're seeking to fill (eg Barkham Creche helper)
2. Clarify who is responsible for this particular recruitment (eg Minister, Group Leader...) and let the appropriate CSO know.
3. Give Role Description/Person Specification to potential recruit(s)
4. Potential recruit(s) fill out Application Form.
5. (If required) potential recruit(s) also fill out Confidential Declaration form, which should be sent to relevant CSO or Philippa Allan.
6. Interview (by person responsible for recruitment), based on revised Interview Form.
7. Decision on whether to proceed towards potential appointment
8. CSO or Philippa Allan seek references (including from their previous church, if they have moved to us recently), using Reference Request Form. [NB Person responsible for recruitment needs to let CSO know if the potential recruit has recently come to us from another church.]
9. DBS check (CSO will ask Philippa Allan to organise this, if required)
10. Formal appointment (assuming DBS and references are all fine)
11. Volunteer Agreement and Induction – including completing safeguarding training required for role.

The Role Description should make clear whether a Confidential Declaration and DBS check are required for a role. The CSO will be able to advise on this as well.

The various written documents and forms that we use as part of this process are underlined above. These documents can be found on the Safeguarding page of the church websites.

Once a recruitment process is completed (whether an applicant is appointed or not) documents should be passed to CSOs (and in the end to David Horrocks) for safekeeping.

Occasionally we recruit under-18s as young helpers (eg in Creche and Sunday Club). Under-18s should only serve in this way if their parents have given written consent. The fact that under-18s will work under supervision by a DBS-checked adult means that they won't usually require a DBS. If they are well-known to the church family, we might not require external references for them either. But the person overseeing these particular appointments should always speak to the appropriate Church Safeguarding Officer to clarify this early in the recruitment process.