

## **Safer Recruitment Process - June 2023 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/June 2023 and will apply whenever we recruit adults to any position (paid or unpaid) that involves working with children, young people, or vulnerable adults.

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...)
3. Give Role Description/Person Specification to potential recruit(s)
4. Potential recruit(s) fill out Application Form and (if required) Confidential Declaration
5. Interview (by person responsible for recruitment), based on revised Interview Form.
6. Decision on whether to proceed towards potential appointment
7. Seek references (including from their previous church, if they have moved to us recently), using Reference Request Form.
8. DBS check (if required)
9. Formal appointment (assuming DBS and references are all fine)
10. Volunteer Agreement and Induction – including safeguarding training required for role

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 Church Safeguarding Officers (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 may not always be required to complete all of the steps set out above. The fact that they will work under supervision by a DBS-checked adult means that they won't usually require a DBS. 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 which of these steps will apply.

