



Benefice of The St. J's Group with Wellow

## Safer Recruitment Statement Promoting a Safer Church

Finding and recruiting the right people to work with children and adults experiencing, or at risk of abuse or neglect can be difficult. What follows is a safer recruitment summary that the benefice of the St. J's Group with Wellow follows to recruit / appoint appropriate people as employees or volunteers. It is a criminal offence for an individual, who is barred from working with vulnerable people (children and adults experiencing, or at risk of abuse or neglect), to apply for a regulated activity role and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role. A DBS check is the end of the process when the appointer / appointing body is minded to appoint. A DBS check is not the start of the process and should not be the only check of suitability.

### The steps to Safer Recruiting: an executive summary

1	<b>Be clear about who is responsible for appointments.</b> Responsibility is delegated to the Incumbent and the Parish Safeguarding Officer (PSO) who has been safely recruited him / herself, be capable and competent in recruitment and be able to keep personal matters confidential.
2	<b>The St J's Group with Wellow has a clear policy statement on the recruitment of ex-offenders.</b> Applicants must be clear about how they will be treated if they are ex-offenders. The St J's Group has a clear
3	<b>The St J's Group with Wellow has adopted and implemented the House of Bishops Safeguarding Policy</b> "Promoting a Safe Church" and "The Parish Safeguarding Handbook".
4	<b>The St J's Group with Wellow has clear job description or role</b> which sets out what tasks the applicant will do.
5	<b>Application form / references.</b> Applicant will be asked to complete an online application form. We always ask for and take up references. We ask referees specifically about an individual's suitability to work with vulnerable people. The incumbent and PSO carefully examine application forms and references and make sure that the information that has been provided is consistent and the organisation has a satisfactory explanation from the applicant in relation to any discrepancies and any gaps in the applicant's personal history and/or career.
6	<b>The Confidential Declaration.</b> Asks if there is any reason why an applicant 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.
7	<b>Interview / discussion.</b> Have a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role. Check the Confidential Declaration and the references. Questions must assess the values, motives, behaviours and attitudes of those applying for roles, which work with vulnerable groups. If the person / chair of the interview panel conducting the interview / discussion is minded to recommend approval then the applicant must be asked to complete an appropriate criminal record check (e.g. enhanced criminal record check, if eligible). Special arrangements apply to overseas applicants. An enhanced criminal record check must always be required in relation to people sent abroad to work with vulnerable people (children or adults experiencing, or at risk of abuse or neglect) as part of the UK recruitment process.

<b>8</b>	<b>Approval.</b> The decision to appoint to voluntary or paid work must be made by those who have the responsibility for appointments, (as stated in 1 above).
<b>9</b>	It is good practice to <b>induct</b> a new volunteer, ensure supervision and support is in place and conduct a review regularly as the role requires.

Signed: 

Incumbent: Matthew Street.

Churchwardens of St. J's Group: Richard Downing & Nigel Vening.

Churchwarden of St. Julian's Church Wellow: Pam Pike & Jane Rees

Approved: 23/2/2023

Reviewed: February 2024