

1. Introduction

This policy has been developed to embed safer recruitment practices and procedures in **Holy Trinity Church [HTC]** and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance prepared by the London Diocese.

1. This policy reinforces what is expected from staff and officers of HTC.
2. All successful candidates for paid employment or volunteer posts will be made aware of these documents.
3. This policy is an essential element in creating and maintaining a safe and supportive environment for everyone and aims to ensure both safe and fair recruitment and selection of staff and volunteers by:
 - attracting the best possible candidates/volunteers to vacancies
 - deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
 - identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people
4. We are committed to using procedures that deal effectively with those adults who fail to comply with our safeguarding and child protection procedures and practices.
5. As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff, officer, or volunteer who, following disciplinary investigation, is dismissed, or resigns because of misconduct towards a young person and we may refer any concerns we have before the completion of this process.

2. Roles and responsibilities

1. The Parochial Church Council [PCC] will:
 - ensure that the church has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with guidance issued by the London Diocese
 - monitor our compliance with them
 - ensure that appropriate staff, officers and volunteers completed safer recruitment training (and repeat this every 5 years)
2. The Vicar will:
 - ensure that the church operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
 - ensure that all appropriate checks have been carried out on staff and volunteers in the church
 - monitor any contractors and agencies compliance with this document
 - promote the safety and well-being of children and young people at every stage of this process

3. Inviting applications

3. All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;
‘We are committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service Enhanced check”’.
4. Advertisements for posts should also make clear that staff will be expected to promote fundamental British values.
5. All applicants will receive a pack containing the following when applying for a post:
 - A statement of the church’s commitment to ensuring the safety and well-being of young people
 - Job description and person specification
 - The church’s Safeguarding Policy
 - The church’s Safer Recruitment Policy
 - The selection procedure for the post
 - An application form
6. Prospective applicants must complete, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.
7. Candidates submitting an application form completed on line will be asked to sign the form if called for interview.
8. A curriculum vitae will only be accepted in lieu of an application form if it answers all the questions that the form asks.

4. Identification of the recruitment panel

1. At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years

5. Shortlisting

1. Candidates will be short listed against the person specification for the post.

6. Invitation to interview

1. Candidates called to interview will receive:
 - A letter confirming the interview and any other selection techniques
 - Details of the interview day including details of the panel members
 - Further copy of the person specification
 - Details of any tasks to be undertaken as part of the interview process
 - The opportunity to discuss the process prior to the interview
 - Be asked to provide proof of identity

7. The selection process

1. Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

2. Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.
3. Candidates will be required to:
 - Explain any gaps in employment
 - Explain satisfactorily any anomalies or discrepancies in the information available to the panel
 - Declare any information that is likely to appear on the DBS disclosure
 - Demonstrate their ability to safeguard and protect the welfare of young people

8. References

1. Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up prior to an offer of employment being made (note references should come from the head of the previous organisation, not a colleague).
2. References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.
3. Referees will be asked specific questions about the following:
 - The candidate's suitability to work with children and young people
 - Any substantiated allegations
 - Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
 - The candidate's suitability for the post
4. Reference requests will include the following:
 - Applicants current post and salary
 - Attendance record
 - Sickness record
 - Disciplinary record
5. All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

9. Employment checks

1. An offer of appointment will be conditional and all successful candidates will be required to:
 - Provide proof of identity
 - Complete an enhanced DBS application and receive satisfactory clearance
 - Provide proof of professional status
 - Provide actual certificates of qualifications
 - Complete a confidential health questionnaire
 - Provide proof of eligibility to live and work in the UK
 - Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not
2. All checks will be:

- Confirmed in writing
 - Documented and retained on the personnel file
 - Followed up if they are unsatisfactory or if there are any discrepancies in the information received.
3. Employment will commence subject to all checks and procedures being satisfactorily completed.

10. Induction

1. All staff and volunteers who are new to the church will receive information on the church's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.
2. All successful candidates will undergo a period of induction and will:
 - Meet regularly with their induction buddy
 - and meet regularly with their line manager
 - Attend appropriate training including generalist child protection training

11. More information

There is a wealth of additional information available on the Church of England website.

Visit www.churchofengland.org/safeguarding.

The Safeguarding e-manual has detailed guidance broken down into 16 sections. The sections are:

1. Responsibilities
2. Role description and person specification
3. Advertising the role
4. Application process
5. Confidential declarations
6. Shortlisting applicants
7. Interview and assessment
8. Pre-appointment checks
9. Disclosure and Barring Service [DBS]
10. Criminal records
11. Appointment
12. Induction
13. Probationary / settling in period
14. Ongoing support / accountability / oversight and supervision
15. Learning and development
16. Record keeping

12. Peripatetic staff

1. We will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

13. Issuer

This policy has been issued and approved by the Parochial Church Council of Holy Trinity Church, Twickenham. It is reviewed every two years.

Version control				
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1	11 Oct 2018	Tim Little	Withdrawn	
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3	14 Nov 2022	Tim Little	Withdrawn	Nov 2024
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