


# 5. Safer Recruitment<sup>25</sup>


A key way of protecting children and adults from harm is to ensure the careful recruitment of those working with them. The House of Bishops' Safeguarding Policy states, 'The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church'.


The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. Often the responsibility is delegated to the incumbent. At least two individuals (who could include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential.

## 1. Job/role description

Construct a clear and accurate job description and person specification, or for an unpaid role, a role outline, who set out what tasks and responsibilities the applicant will undertake, and the skills and experience required. This will include what level of DBS check is required.

Model Role Description for a PSO 

DBS Eligibility 


DBS Frequently Asked Questions 





## 2. Advertise


Advertise unpaid roles within parish notices and paid roles more widely.

## 3. Application form

Ask all applicants to complete an application form for all paid roles (a Curriculum Vitae may be used for voluntary roles but an application form is good practice and is recommended). Always ask for, take up and check two references.

Model Application Form 

<p><b>4. Confidential Declaration Form</b> Ask all applicants to complete a Confidential Declaration Form.</p>	<p>Confidential Declaration Form </p>
<p><b>6 Shortlist (paid posts)</b> Shortlist, carefully examining the application forms. Identify any gaps in employment/personal history and ensure those shortlisted meet the requirements of the person specification.</p> <p><b>Shortlist (unpaid posts)</b> Review any interest from volunteers and assess suitability against requirements.</p>	
<p><b>6. Interview</b> Have a face-to-face interview (or informal discussion if unpaid) with pre-planned and clear questions to assess applicants' suitability for the role. Seek explanations for gaps in employment/personal history. It may also be appropriate to ask the individual to complete a test or presentation if applicable. Check identification and the Confidential Declaration Form (CDF).</p>	<p>Model Interview Questions </p> <p>Model Reference Request Letter </p>
<p><b>7. Offer the role</b> Decide whom to offer the role to. This decision will be made by the interviewing panel. This is subject to completion of all checks to the satisfaction of the PCC. No role can commence until satisfactory checks have been completed.</p>	
<p><b>8. Checks</b> Once the applicant has been offered the role, subject to satisfactory checks, ask the applicant to complete an enhanced Disclosure and Barring Service (DBS)</p>	<p>Model Reference Request Letter </p>

<p>check application<sup>26</sup> (online or paper depending on the diocese's process). Any blemished DBS checks or information of concern on the CDF must be risk assessed by the DSA. Always check the applicants' two references. Please note if someone has either never lived in the UK or spent a period of time overseas (i.e. lived abroad), the person making the appointment should request an additional check and ask the applicant to obtain criminality information from the country where he/she was resident<sup>27</sup>. It is also recommended to undertake an occupational health check for paid roles where possible.</p>	
<p><b>9. Appoint</b> Once all checks are satisfactory and support the interview decision, the person can be formally appointed. It is recommended to add an end date to unpaid roles. This can always be extended but helps set expectations for both parties.</p>	<p><b>Model Appointment Letter</b> </p>
<p><b>10. Probation period</b> Have a period of probation<sup>28</sup> for any paid role (or a settling-in period for unpaid) and review throughout, as well as at the end of this period.</p>	
<p><b>11. Induct, train and support</b> Induct new unpaid and paid workers. This should include expectations in relation to behaviour (a Code of Conduct<sup>29</sup>). Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training (see section 6).</p>	