



**The Parish of Holy Trinity Sunningdale
PARISH POLICY ON RECRUITMENT AND DBS DISCLOSURES
PROMOTING A SAFER CHURCH**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 20/Aug/24

1. This Parish is committed to the recognition of each person's skills, experience and qualifications. We shall attempt to ensure that these are fully considered in the recruitment and appointment of paid staff and volunteers.
2. We shall assess all positions (whether for paid staff or volunteers) in order to determine whether a check is required from the Disclosure and Barring Service (DBS) and, if so, at what level. For those positions requiring a DBS check, we shall indicate in any advertisement (or other information about the position) the level of check and make clear that any offer of position will be subject to the receipt of satisfactory DBS check information.
3. Where a position involves a DBS check, we shall encourage all applicants invited to an interview to provide details of any criminal record before the interview.
4. We shall obtain DBS checks for volunteers through an appropriate registered body and shall advise the Diocese which registered body we use.
5. If the Diocese advises that a DBS check contains information relevant to the position, we shall work with Diocesan staff to assess the risks and agree a course of action.
6. We shall follow Diocesan guidance on the renewal of DBS checks.
7. We shall ensure that DBS check information is passed only to those entitled to receive it.
8. We are committed to the fair and sensitive use of DBS check information. We shall refer to the Diocese any complaints about the DBS check process or the accuracy of DBS check information so that appropriate action can be taken; this may involve the use of the formal complaints procedure.
9. In dealing with all matters relating to DBS checks, we shall comply with the DBS' Code of Practice. We shall also comply with Diocesan policies and follow Diocesan procedures and guidance.
10. We shall follow the 'Safer Recruitment' processes as stipulated by the Church of England and the Diocese.

This church appointsRebecca Meadows..... as the Parish Safeguarding Officer.

Address: 18 Churchfield Cottages, Bedford Lane, Sunningdale, Ascot, Berkshire, SL5 0NN

Telephone: 07780 663195 email: htssafeguarding@gmail.com

IncumbentRevd. Jon Hutchinson.....

ChurchwardensPaul Cartwright and Michael Grist.....

Signed on behalf of Sunningdale PCC

Date: 20/8/24