

From the creators of Safeguarding Dashboards

# Safer Recruitment Hub

Making life simpler for parishes

**Little Wallbottle**  
Safer Recruitment Hub

## Tiddlies Praise — Leader

A parent and toddler group that meets on Tuesday mornings.

**Step 1 — Select a template from our library**

Parent and toddler group leader

**Step 2 — Customise the role summary**

Tiddlies Praise welcomes families with pre-school children for fun, games, friendship and a short act of toddler-friendly worship. A team of leaders plan and oversee the running of this important mid-week activity.

**Step 3 — Choose the key responsibilities for this role**

- To help parents feel welcome and to get to know each other
- To help parents play well with their children
- To be aware of any health and safety matters that may affect the group and take appropriate action
- To arrange a rota of group helpers
- To carry out induction of new group helpers
- To read the parish safeguarding policy and know how to respond, report and record any concerns you may have about a child
- To attend planning meetings with other group leaders

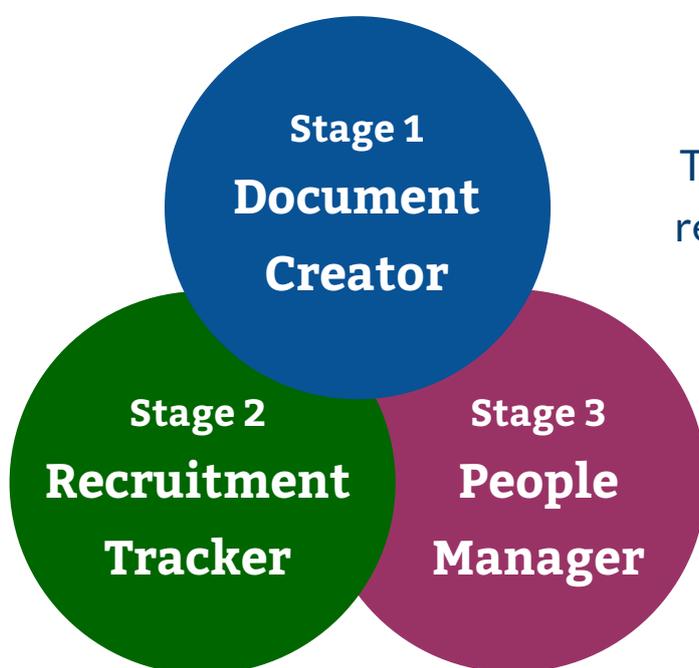
# From the creators of Safeguarding Dashboards

# Safer Recruitment Hub

*Safeguarding Dashboards* are making life simpler for 3,000 parishes throughout the Church of England. The feedback from parishes has been overwhelmingly positive – you can read more here: <https://www.safeguardingdashboards.org.uk/about/>

‘Safer recruitment’ is an essential part of the Church of England’s approach to safeguarding. The House of Bishops first published their safer recruitment guidance in 2015 (and revised it in 2016). That original guidance has been now strengthened with new *Safer Recruitment and People Management Guidance*, which must be fully implemented by January 2022.

To help parishes with the implementation of this new guidance, the creators of *Safeguarding Dashboards* are proposing a *Safer Recruitment Hub*. This will be developed in three stages.



The *Safer Recruitment Hub* will really simplify the recruitment of volunteers who work with children, young people or vulnerable adults.

The *Safer Recruitment Hub* will be developed in three stages:

- ✓ **Stage 1 – Document creator**  
For every role that involves substantial contact with children, young people or vulnerable adults, the House of Bishops require a Role Description and Person Specification. The *Safer Recruitment Hub* will have an extensive library of templates that can be easily customised for each specific role. Our aim is that a parish can customise and download these documents in under 5 minutes.
- ✓ **Stage 2 – Recruitment tracker**  
The safer recruitment process comprises a series of mandatory recruitment steps. A mini-dashboard for each prospective volunteer will have a sequence of lights which turn green as each step is completed.
- ✓ **Stage 3 – People manager**  
The *Safer Recruitment Hub* will continue to assist parishes with the ongoing support and oversight of everyone who has been safely recruited. For example, it will remind Safeguarding Officers when DBS checks need to be renewed, and when safeguarding training needs to be refreshed.

The *Safer Recruitment Hub* will also have the following key features:

**Clear and simple**

The *Safer Recruitment Hub* will be fully integrated with *Safeguarding Dashboards*, and will build upon its reputation for clarity and simplicity.

**Responsive design**

The *Safer Recruitment Hub* will work equally well on a laptop, tablet or mobile phone.

**Safer recruitment records**

The *Safer Recruitment Hub* will automatically keep a record of non-confidential information relating to the safer recruitment process. This will provide assurance and evidence that the safer recruitment process has been correctly followed.

**Accessible to dashboard users**

*Safeguarding Dashboards* users will not need to register for the *Safer Recruitment Hub*.

## Stage 1 — Document creator

For every role that involves substantial contact with children, young people or vulnerable adults, the House of Bishops require a Role Description and Person Specification.

Our aim is that a parish can customise and download a Role Description and Person Specification in under five minutes.

- **Step 1 — Select a template from our library**  
We will work closely with dioceses and the National Safeguarding Team to produce an extensive library of high-quality templates.
- **Step 2 — Customise the role summary**  
Each template will have a standard role summary that can be easily adapted for a specific role.
- **Step 3 — Choose the key responsibilities**  
Each template will have a list of common responsibilities that are often associated with the role. A parish user can simply select the ones that are relevant, and then add any others that are needed.
- **Step 4 — Select the correct type DBS check and training requirements.**  
Each template will have guidance about the type of DBS check and safeguarding training that is required.
- **Step 5 — Download the documents**  
The final step is to download the finished Role Description and Person Specification. These documents will be fully compliant with the latest requirements from the House of Bishops.

**Tiddlies Praise — Leader**  
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Parent and toddler group leader ▼

**2. Customise the role summary**  
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**3. Choose the key responsibilities for this role**

- To help parents feel welcome and to get to know each other
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## Stage 2 — Recruitment tracker

The recruitment tracker will help parishes to complete all mandatory recruitment steps, and will keep a record of non-confidential evidence.

The *Safer Recruitment Hub* will have a mini-dashboard that tracks the recruitment process for each potential volunteer.

Once the dashboard has a complete set of green lights, it will be possible to download a customised Volunteer Agreement at the click of a button. This will comprise the agreed Role Description, together with all relevant safeguarding information.

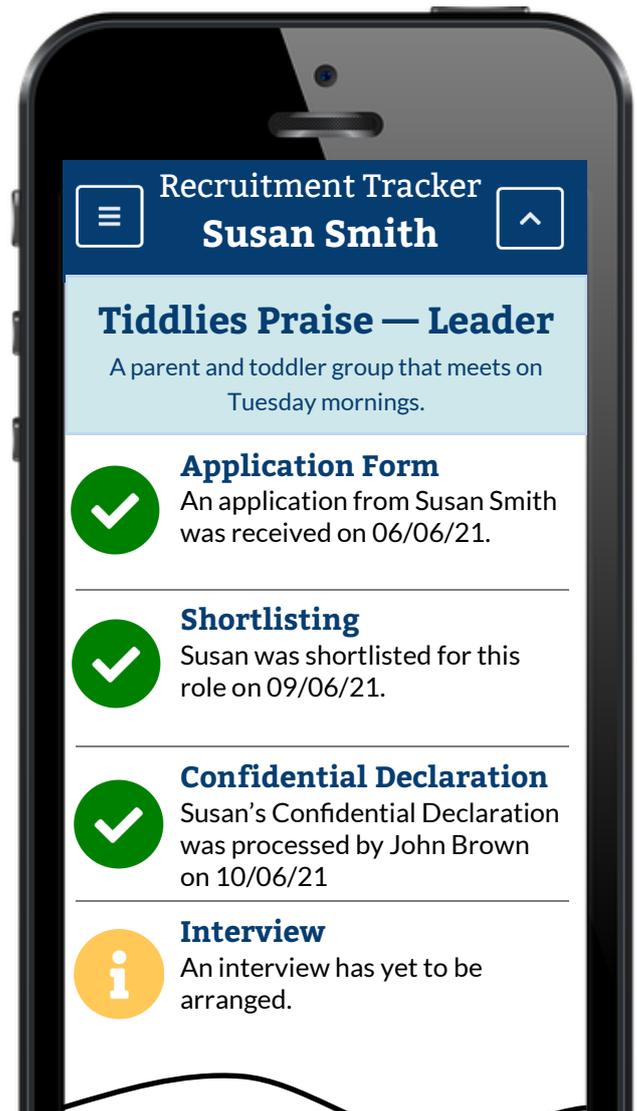
A volunteer will be able to accept the agreement by either:

- Clicking a secure link embedded within the PDF document; or,
- Signing and returning a paper copy of the agreement.

In accordance with the House of Bishops' requirements, the acceptance of the Volunteer Agreement will then add three more lights to the application dashboard. These lights will turn green when the volunteer has completed their:

- Induction
- Settling-in period
- Safeguarding training

These final green lights will conclude the safer recruitment process, and the application dashboard will then be archived.



## Stage 3 — People manager

The *Safer Recruitment Hub* will continue to assist parishes with the ongoing support and oversight of everyone who has been safely recruited. For example, it will:

- Remind Safeguarding Officers when DBS checks need to be renewed.
- Remind Safeguarding Officers when safeguarding training needs to be refreshed.
- Keep non-confidential evidence of accountability, oversight and supervision in accordance with the requirements of the House of Bishops.

These are yet further ways in which the *Safer Recruitment Hub* will make life simpler for Safeguarding Officers.

