



# **SAFER RECRUITMENT AND PEOPLE MANAGEMENT POLICY**

Approved by PCC 15<sup>th</sup> November 2021

# Safer Recruitment and People Management Policy

For roles involving substantial contact with children, young people and vulnerable adults

## 1. Context:

The House of Bishops' Safer Recruitment and People Management requirements must be followed for all roles that involve substantial contact with children and young people or vulnerable adults, whether the role is paid or voluntary. However, the process applied and forms used must be proportionate to the role and St Paul's policy reflects this.

## 2. The role of PCC:

PCC approves all activities for children and vulnerable adults at least annually, usually when approving the Annual Report on Safeguarding, and makes a declaration in the Annual Report to the APCM that it has complied with House of Bishops' policies on safeguarding. The Parish Safeguarding Officer oversees safe recruitment on behalf of the PCC, but PCC delegates responsibility for recruitment to specific roles to church officers who have undertaken Safer Recruitment training. Anyone responsible for the support and supervision of volunteers must also themselves have been safely recruited and anyone responsible for recruiting to roles involving substantial involvement with children or vulnerable adults must have undertaken Safer Recruitment and People Management (SRPM) (formerly S1) training.

The full SRPM process does not apply to all roles in St Paul's. However, certain elements will nevertheless apply to most roles outside the scope of this policy. The detail can be found in *Safeguarding Training and DBS Requirements for Mission and Ministry in St Paul's*, which PCC keeps under review.

If there is any doubt about whether a particular role is subject to safer recruitment requirements, please refer to the parish safeguarding officer for advice.

The templates appended to this policy have been approved by PCC to meet the relevant requirements of the policy. However, if a particular ministry finds it helpful to use a different format or branding specific to their ministry, that is acceptable, providing that the same elements are covered.

## 3. Summary of the Sections of Safer Recruitment and People Management Policy and how they apply to ministry in St Paul's:

### **Section 1: Identify who is responsible for the role**

At the outset, there must be a named person responsible for the appointment process and also someone who will be responsible for the ongoing support and supervision following appointment. These need not be the same person, in which case they will work together to draft a new, or to review an existing role description and person specification. For example, within the Framework for Mission and Ministry in St Paul's the lead person for a particular domain would be person with overall responsibility for the appointment process, working on this process with the ministry lead.

### **Section 2: Volunteer role description and person specification**

This should outline the requirements of the role, stating the church's commitment to safeguarding, the relevant DBS checks required, the skills, experience and qualities of the person volunteering for the role and the name of the person responsible for overseeing the role. Members of the HR committee are happy to offer support if required. **(Appendices 1a and 1b)**

### **Section 3: Advertise the role**

Roles must be advertised openly, bearing in mind issues of diversity and equality. For volunteer roles this can be light touch, but is an important way of making sure that members of the church family are aware of the need and opportunities to serve within our various ministries. This does not preclude a direct approach inviting someone to apply for a role, which is often a successful way of recruiting volunteers, but nevertheless safe recruitment processes must follow. Methods of advertising include church notices, Inside St Paul's and the annual Giving campaign.

### **Section 4: The application process**

**Application form:** See appendix 2 for the volunteer application form and appendix 3 for the staff application form. In addition to providing the applicants with the role description and person specification, it is a requirement also to provide the policies set out below all of which applicants will can be found on St Paul's Safeguarding Portal on the website:

- Statement of the church's commitment to ensuring the safety and wellbeing of children, young people and vulnerable adults
- St Paul's Safeguarding Policy
- The Safer Recruitment and People Management Policy
- St Paul's Whistleblowing policy
- St Paul's recruitment of ex-offenders policy.

### **Section 5: Confidential declaration**

A confidential declaration about offences is required for all applicants and if someone refuses to complete one, the application can go no further. For most roles involving substantial contact with children or vulnerable adults, an enhanced DBS will apply for which the ThirtyoneEight form is used. However, some roles are only eligible for a Basic DBS check and a separate Confidential Declaration form must be used. St Paul's Confidential Declaration for a Basic DBS form is at Appendix 4.

### **Section 6: Shortlisting applicants**

The person responsible for the role will lead on this, with at least one other person. For many volunteer roles, this will be light touch, possibly without competition for the role, but it is nevertheless important to check that the applicant has provided all relevant information, meets the person specification on paper and that any gaps or queries are identified. Where there is competition for the role, this is also an important process in beginning to differentiate between candidates. For employed posts, this process will involve use of a shortlisting grid as a formal record of shortlisting, even where there is only one applicant.

### **Section 7: Interviews**

These must be held face to face by a panel of at least two, one of whom has completed safer recruitment training in the last three years. For volunteers, this may be a less formal conversation around the role, the skills and experience the volunteer has and the training and support that will be offered. The meeting must always explore issues relating to safeguarding children and young people and vulnerable adults and, where they exist, gaps and anomalies in the application information.

### **Section 8: Pre-appointment checks**

It is important that these are specified in the recruitment documentation and they must not be overlooked. The outcome must be documented and recorded and any discrepancy followed up.

A minimum of two written references must be obtained for all roles within the scope of this policy. For volunteers, at least one of the references must be from someone outside the church body and at least one of the references must comment on the applicant's ability to work with the relevant vulnerable group. Where the applicant has worked with the relevant vulnerable group within the last two years, a reference must be sought from that organisation. Where an applicant has come

from another church body within the last two years, a reference must be obtained from that church.

The person responsible for the recruitment will agree with the lead recruiter which of them should take up references. Where references are taken up by the lead recruiter, the person responsible for the recruitment must see them and sign them off as satisfactory.

Where a volunteer moves from one role to a similar role in another ministry, it will not be necessary to obtain additional outside references. However, if the role is substantially different, a reference from outside the church body would still apply.

### **Section 9 and 10: DBS checks**

The lead recruiter/DBS administrator will progress the DBS application at the level appropriate for the role. From 1<sup>st</sup> January 2022, all enhanced DBS checks must be renewed every three years. Basic checks are not subject to this requirement and will continue to be applied on initial appointment in accordance with St Paul's DBS policy. Any trace on a DBS check is referred to the Diocesan Safeguarding Adviser and appointment cannot proceed unless cleared by the diocese.

### **Section 11: Appointment**

Employees must be issued with an employment contract and volunteers with a volunteer agreement. A draft volunteer appointment letter, which ministry leads can tailor to individual roles, can be found at appendix 5.

### **Section 12: Induction**

This will vary considerably, depending on the role, but must include a meeting setting out the expectations of the role, mandatory training on safeguarding and access to relevant safeguarding policies and procedures, including St Paul's lone working guidance, Section 11 of the Parish Safeguarding Handbook 'A Safe Environment and Activities' and how to report concerns.

### **Section 13, Probationary or settling in period**

All employed roles will involve a formal six-month probationary period, during which there will be meetings at specified times for supervision with their line manager. The appointment will be confirmed following satisfactory completion of the probationary period. A probationary period may be extended in certain circumstances:

- Where through sickness or other unavoidable absence the employee has not had the opportunity to provide all the evidence necessary to complete their probationary period;
- Where for other reason, the employee has not had the opportunity to evidence their competence, for example activities curtailed due to external circumstances;
- Where the line manager feels that minor concerns about performance or gaps in experience can be addressed in a relatively short period, for example a further 3 months' probation.

For volunteers, a 'settling in' period will apply, during which the person responsible for the role or ministry lead will directly observe the volunteer and meet with them face to face to check how things are going. The length of the settling in period will vary depending on the ministry and the frequency of service. This is an opportunity for both to give feedback. Any safeguarding concerns will be thoroughly discussed and documented, taking advice from the Parish Safeguarding Officer appropriate.

The person responsible for support, supervision, and where applicable administration of a rota for duties, should set out clear expectations and boundaries of the role. Volunteers should be provided with any training required to ensure they are safe and effective in their role. National guidance requires all safeguarding training to be completed during the settling in period and St Paul's Safeguarding training policy specifies completion of the relevant training within 3 months of starting a role.

#### **Section 14: Ongoing support, oversight, accountability and supervision**

Supervision and support must be provided for all roles, the arrangements for which will be set out in the role description. How this is provided will vary depending on the role. For employed staff, this will involve regular 1:1 sessions with the line manager and appraisal. For volunteers supervision will be less formal but will always include observing a volunteer in their role, often within natural opportunities of working together. For some volunteer roles it may be a termly or more frequent meeting with a group of volunteers, for other roles it may be individual 1:1 meetings at an agreed frequency. In all cases, the supervisor will respond to any individual request to meet and initiate a meeting where issues arise. The supervisor will also ensure that their volunteers are aware of the Church's key policies for example but not exclusively, Safeguarding, Whistleblowing, Disciplinary and Grievance, Health and Safety and Lone Working.

The national policy toolkit includes a simple template for recording volunteer support meetings which may be used for guidance. This can be found at appendix 6.

#### **Section 15: Learning and development**

Safeguarding learning is mandatory for all roles that fall within the scope of this guidance. The details can be found in *Safeguarding training and DBS requirements for Mission and Ministry in St Paul's*. Basic and Foundation level Safeguarding Training must be completed during the settling in period. Other opportunities for learning and development need to be explored in supervision and provided as appropriate to the role.

#### **Section 16: Record keeping**

A comprehensive record must be kept of all parts of the safe recruitment process for employees and volunteers. Pre-appointment documentation and references must be signed off by the person responsible for the role. Supervisors should ensure that comprehensive and accessible records are kept of meetings with staff or volunteers, whether in individual or group meetings and also where they are conducting observations of practice.

Records of safeguarding training and DBS status are kept within ChurchSuite, administered by the parish safeguarding officer and the lead recruiter.

#### **4. Roles outside the scope of this guidance**

There are many roles in St Paul's which do not involve substantial contact with children or vulnerable adults, but nevertheless, where appointment to the role implies being in a position of trust. St Paul's Basic DBS policy applies to such roles. In addition, the Transport Policy sets out specific requirements to ensure safety of all who transport children or vulnerable adults, regardless of whether the particular transport task falls within the category of 'Regulated Activity' with children and vulnerable adults.

All roles should be openly advertised and as a minimum have a role description and clear expectations of behaviour, appropriate induction and training with ongoing oversight by the ministry lead. All volunteers and staff must be made aware of St Paul's Safeguarding, Disciplinary and Grievance, Whistleblowing, Lone Working and Health and Safety procedures.

There are also specific safeguarding training requirements for many roles involved in mission and ministry in St Paul's and from 1<sup>st</sup> January 2021, a requirement to undertake Basic Awareness Safeguarding training will also apply to the majority of volunteer roles – the definition being to all 'church officers'.

Maureen Phillips  
Parish Safeguarding Officer

Judith Nash  
Chair of the HR Sub-Committee



**Volunteer role description**

*The Church of England is committed to promoting a safe environment and culture across all settings for children, young people and vulnerable adults.*

*The person appointed to this role will be expected to adhere to the relevant safeguarding policies and attend all required safeguarding training.*

<b>Disclosure &amp; Barring Service (DBS) Requirements</b>	
<b>Safeguarding training requirements</b>	
<b>Name of church/setting</b>	
<b>Role title</b>	
<b>Main purpose of the role</b>	
<b>What you will be doing</b>	
<b>When and where you will be doing it</b>	
<b>Who you will be responsible to</b>	
<b>Support you will be given</b>	
<b>General information</b>	
<b>Created by:</b>	<b>Date:</b>



**Person Specification for volunteer role of: [Name]**

This document describes the skills, experience and attributes that a person needs to carry out the above role.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>		
<b>Skills</b>		
<b>Experience</b>		
<b>Personal Attributes</b>		
<b>Qualifications/Training</b>		
<b>Availability</b>		
<b>Other</b>		

<b>Created by:</b>	<b>Date:</b>
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**VOLUNTEER APPLICATION FORM**

**1. Personal Information**

Title:	Forename(s):	Surname:
Known as:		
Any previous names by which you have been known:		
Date of Birth:		
Home Address:		
Postcode:		
Daytime Tel No:	Mobile Tel No:	Evening Tel No:
Email Address:		

**2. Education, Training & Qualifications Information**

Please give details of any relevant training and qualifications which you feel equip you to work with children, young people and/or vulnerable adults. Please include dates.

**3. Employment & Voluntary Work Experience**

Please provide a full history (with dates wherever possible) of any previous experience you may have of looking after and/or working with children, young people and/or vulnerable adults, whether paid or voluntary.

**4. Church Involvement**

Please provide a full history (with dates wherever possible) of your church involvement (current and previous).

**5. Why do you want to volunteer?**

Please tell us why you wish to volunteer to work with children, young people and/or vulnerable Adults and the skills & qualities you think you would bring to the role. Please also tell us about any skills or experience you hope to gain through this opportunity:

**6. Health Information**

Please provide information about any disability or health issue that we should be aware of in order that we can identify what support or reasonable adjustments we can provide for you to undertake volunteering duties safely.



**7. References**

At least 2 references will be sought using the information provided at sections 3 & 4 above.

Please also provide details of personal referees here. Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.

Name:	Telephone No:
Address (including postcode):	Email Address:
In what capacity do you know this person?	
Name:	Telephone No:
Address (including postcode):	Email Address:
In what capacity do you know this person?	

**8. Declaration**

I confirm that the information I have given in this application form is a true, accurate and complete statement.

I understand that any offer of appointment to a volunteering role is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated on the volunteer role description.

Signed:	Print Name:
	Date:



## Application Form

We ask all prospective employees to complete this form as part of a safer recruitment process. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by St Paul's, unless requested by an appropriate authority.

### 1. Position Applied for

**POST TITLE:**

\_\_\_\_\_

**LOCATION:** St Paul's Church, 179 Pixmore Way, Letchworth Garden City, SG6 1QT

**HOURS:**

### 2. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name: \_\_\_\_\_

Maiden/Former Name(s): \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of birth: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Mobile Tel No: \_\_\_\_\_

Evening Tel: \_\_\_\_\_

Email address: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years \_\_\_\_\_ Months

If less than 5 years, please give previous address(es) with dates:

From/To \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

From/To \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

Previous \_\_\_\_\_

Previous \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Post Code \_\_\_\_\_

Have you ever had an offer to work with children, young people or vulnerable adults declined on the basis of suitability and/or risk assessment?

YES\*            NO\*            (\*Please indicate)

If yes, please give details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Employment History

Please tell us about your past and current employment / voluntary work in the table below (most recent first):

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title	Reason for Leaving


#### 4. Education History

Please tell us about your formal education history (most recent first).

Name of School/College or University	Attended from (Date)	Attended to (Date)	Course/Qualification Title	Result/Outcome or Grade

#### 5. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. These people should be able to comment upon your character and suitability for this position. Referees must have known you for at least two years and we reserve the right to take up character references from any other individuals deemed necessary. Where an occupational requirement exists for the post holder to be a committed Christian who is an active communicant of the Church of England or a church in full communion with the Church of England, in accordance with the Equality Act 2010, a reference must be obtained from your current church and your previous church if you have moved to your current church in the last two years.

It is usual practice and our preference to take up references prior to interview. If you do not wish your current employer to be contacted prior to interview, please give your reasons and provide details for one other person whom we may contact prior to interview. In these circumstances, any offer of employment would be subject to a satisfactory reference from your current employer.

Name \_\_\_\_\_ Name \_\_\_\_\_

Address	_____	Address	_____
	_____		_____
	_____		_____
Post Code	_____	Post Code	_____
Tel No	_____	Tel No	_____
Email	_____	Email	_____
Relationship	_____	Relationship	_____

**6. Personal statement**

Please use this space to inform us of your skills, experience, knowledge, attributes and motivations for this particular position. You should make reference to the Job Description and Person Specification for the position in completing this section. Please continue on separate sheets where necessary and attach them to your application form.

## 7. Confirmations

I confirm that the information I have given is true to the best of my knowledge. I understand that should the information I have supplied be false or inaccurate in any material way, St Paul's Parochial Church Council reserves the right to terminate either my involvement in the recruitment process or my employment should I later be appointed.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**STRICTLY CONFIDENTIAL**

**SELF-DECLARATION FORM for BASIC DBS CHECKS**

*Anyone who is in a role in St Paul's for which a Basic DBS check applies is asked to complete and return this form to the DBS administrator.*

**CONVICTION HISTORY**

- If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below.
- If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules (<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>), then please select 'No' below.
- If you have an unspent criminal offence, caution, reprimand or warning according to DBS filtering rules, please select 'Yes' below.

Having read the above, do you have any unspent convictions or are you at present the subject of a criminal investigation/pending prosecution?

**Yes / No**

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received, and details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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Has there ever been any cause for concern regarding your conduct with children, young people, or adults at risk? Please include any disciplinary action taken by an employer in relation to your behaviour with children, young people or adults at risk.

**Yes / No**

If yes, please give details (continue on a separate sheet if necessary):

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**PTO**



## DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the notes below and complete the following declaration:

I (full name) \_\_\_\_\_

of (address) \_\_\_\_\_  
\_\_\_\_\_

consent to a DBS basic check. I have read the privacy policy – <https://www.gov.uk/government/publications/basic-dbs-check-privacy-policy> and understand how DBS will process my personal data and the options available to me for processing an application. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

**I agree to inform the parish safeguarding officer if I am convicted of an offence after I take up my role. I understand that failure to do so may result in my not being allowed to continue in my role. I agree to inform the parish safeguarding officer if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to my immediate suspension from my role(s) in St Paul’s.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTES

The Disclosure of any offence may not prohibit appointment to a particular role in St Paul’s.

For an explanation of how we used DBS checks, please see St Paul’s policy on recruitment of ex-offenders, which can be found at:

[Policy on recruitment of ex-offenders | St. Paul's Letchworth \(stpaulsletchworth.co.uk\)](#)

Updated November 2021

This is a simple appointment letter template for volunteers, which can be used, amended or substituted as required. It must be sent **only** after all pre appointment checks, including a DBS check where applicable, have been considered and approved.



Dear APPLICANT NAME

Appointment to the role of ROLE TITLE

Thank you for agreeing to volunteer with us. As you will no doubt be aware, volunteers are an essential part of life here at St Paul's. We do hope that you enjoy volunteering with us and feel part of the team.

Please find attached your Volunteer Agreement. Please read through the agreement and this letter and then sign the last page and return to XXXX.

XXXXXXX will induct you into the role, organise the relevant safeguarding training and show you around.

I should be grateful if you would contact me to arrange a convenient time for your induction and tour and also to confirm when you are available to start.

In the meantime, please find attached: (TO BE AMENDED ACCORDING TO SETTING'S EXACT DOCUMENTATION/REQUIREMENTS)

- Your role description;
- A copy of the Church's Statement of Safeguarding principles;
- Policies and procedures in relation to safeguarding;
- The identity and responsibilities of those within the SETTING with designated safeguarding responsibilities;
- Safe practice and the standards of conduct and behaviour expected;
- Other relevant personnel procedures e.g. whistleblowing, disciplinary procedures.

If there is anything further I can help you with at this stage, please do let me know.

On behalf of the XXXX (e.g. PCC), I thank you for your interest and I look forward to welcoming you to our team.

Yours sincerely,



**Volunteer Support Meeting Agenda**

Name of Volunteer:

Name of Responsible Person:

1. Action points from last time

2. What has the volunteer been doing since the last meeting?

3. What's gone well? What hasn't gone so well?

This is also a chance for the responsible person to talk about the volunteer's work, give positive feedback as well as an opportunity to raise any minor problems or issues if necessary.

4. What help or support does the volunteer need?

5. Development/motivation

Such meetings can be used to gauge whether the volunteer is still getting what they were looking for from the volunteer role; they may benefit from a minor change in their tasks or a fresh challenge

6. Action points for next time