



Safer Recruitment Policy

This statement was adopted at the Parochial Church Council meeting held on Tuesday 9th November 2021 and will be reviewed annually. Last review May 2026.

The churches are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church community. We will carefully select, train, and support all those with any responsibility within the church, in line with Safer Recruitment principles.

It is our expectation that all those applying for a paid or volunteer role will have a personal faith in Jesus and demonstrate his Lordship in their lifestyle. We expect each applicant to be committed to the church's values and aims.

This means that we will:

Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.

Take all reasonable steps to prevent those who might harm children or adults from taking up, in our church, positions of respect, responsibility or authority where they are trusted by others.

Adhere to safer recruitment legislation, guidance, and standards, responding positively to changing understandings of good safer recruitment practice.

Ensure that all paid staff and volunteers working with vulnerable children and adults will have completed the DBS disclosure as required by the Diocese of Sheffield and its umbrella organisation thirtyoneeight.org.

The PCCs:

Are committed to the fair treatment of its staff, potential staff and volunteers regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background.

Actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records (see last section)

Select all candidates for interview based on their skills, qualifications, and experience.

The Recruitment Process:

We adhere to the Church of England Practice Guidance: Safer Recruitment (2016).

The appointment of paid workers and volunteers is the responsibility of the PCC. As the first act of recruitment The PCC or Standing Committee must agree to begin the recruitment process for a specific person and the role they are invited into. Responsibility for the recruitment process itself can be delegated. It is important that the person to whom it is delegated is capable, competent, and trained in safer recruitment and is also able to keep personal matters confidential.

At the start of the recruitment process, where an individual is going to work or volunteer with vulnerable people, they will be asked to complete a 'Confidential Declaration' which, in broad summary, asks if there is any reason why they should not be working with children and adults. If any applicant discloses information in the Confidential Declaration, the Diocesan Safeguarding Advisor must be contacted. Should the applicant not wish to complete the 'Confidential Declaration', which is entirely their choice, the application must not proceed further.

In the case of a paid position, a contract will be signed. For a voluntary position, a written description of the role will be given.

The contract or written description will also say whether a criminal records check (DBS, standard or enhanced) is required. It is a criminal offence for an individual who is barred from working with vulnerable groups to apply for a regulated activity and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role.

For any role, applicants will be required to fill in an application form and to provide two references. References will be taken up. At least one reference must be from a person who has known the applicant for at least 2 years, and at least one reference must comment on their suitability for the role being applied for.

There will be a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role. It will include questions about an applicant's values; if relevant, their attitude to working with children and adults and their motives for wanting to engage in such work. It will involve two members of the PCC.

All paid posts will receive a letter of appointment. Included with the appointment letter will be a copy of all our church policies. Volunteers will receive the relevant church policies and both volunteers and paid workers will be required to sign to say that they have read and understood them.

An appointment can be made upon receipt of a satisfactory DBS certificate provided all previous steps have also been completed satisfactorily.

All posts will be approved and minuted at the first available PCC Meeting.

Employees or volunteers whose roles involve working with children and adults must receive relevant safeguarding training from the Diocese after starting their role, regardless of previous experience. They must also attend regular updates every three years.

There will be a six-month probationary period for any paid role or a settling-in period of 3 month(s) for volunteers when the volunteer and the organisation can see whether the volunteer is suited to the role. During these periods relevant training will be planned, and any necessary support will be arranged. In addition, regular meetings with the supervisor will be organised to discuss any issues etc. that arise. For paid roles, at the end of the probationary period, a person's role must be confirmed in writing.

All paid and voluntary posts will be subject to management, supervision, and appraisal. The PCC will maintain a register of roles and persons filling them.

Recruitment of Ex -Offenders:

The PCCs have a separate policy which will be adhered to when going through the recruitment process with ex-offenders. See Appendix A.

APPENDIX A: POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the PCCs:

- a. complies fully with the [DBS Code of Practice](#) and undertakes to treat all applicants for voluntary or paid positions fairly.
- b. undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- c. can only ask an individual to provide details of convictions and cautions that the churches are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- d. can only ask an individual about convictions and cautions that are not protected.
- e. is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- f. has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- g. actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- h. selects all candidates for interview based on their skills, qualifications and experience.
- i. only submits an application for a criminal record check to the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts, and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- j. ensures that all those who are involved in its recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, and that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.
- k. ensures that at interview, or in a separate discussion, an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- l. makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
- m. undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further information regarding conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure. In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to

disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.¹

Further guidance for applicants:

Any applicants may find guidance and criteria on the UK Government Disclosure and Barring Service website which explains the filtering of old and minor cautions and convictions which are now 'protected' so not subject to disclosure to employers. This can be found at www.gov.uk/government/collections/dbs-filtering-guidance

¹ See Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013; and Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013 See Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013; and Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013.