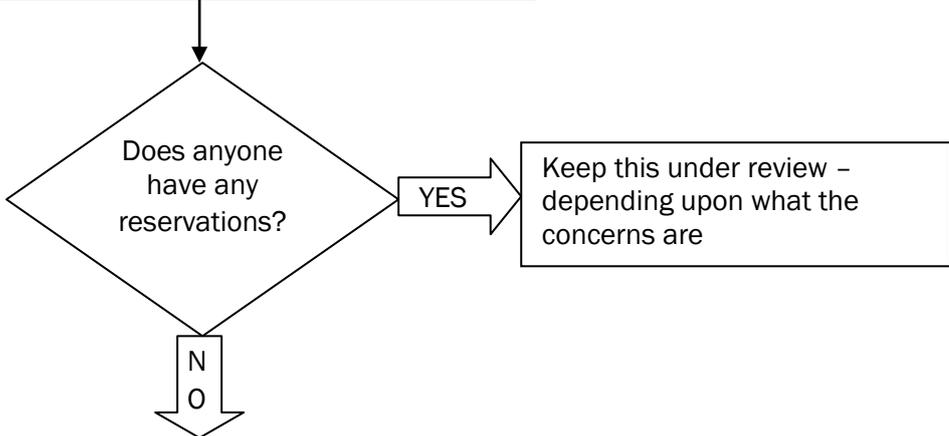


Safer Recruitment Procedure and Process

(based on the Diocesan Safer Recruitment policy adopted at the PCC meeting on the 7th July 2015)

The process is initiated by anyone who is working with children who has someone helping them who they think would be suitable to be approached for a formal role in children's work. They should discuss first with Fr Gary, Fr Gary will discuss with the safeguarding officer and wider standing committee.



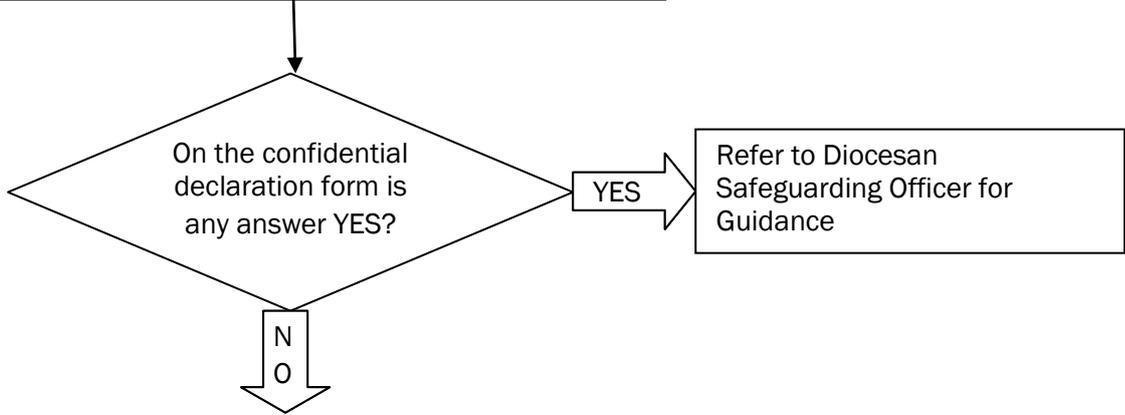
The agreement here is for the person to go through the safer recruitment process.

- Form Templates are on file for:**
1. Initial letter
 2. Confidential declaration form
 3. Application form
 4. Reference request
 5. Role description

A letter is sent from Fr Gary thanking the applicant for agreeing to be considered for work with children in the benefice. The letter explains the process and contains three forms to be returned to the Benefice Safeguarding Officer.

1. Confidential declaration form
2. Application Form - which includes the name and addresses of two referees
3. DBS

The returned forms are reviewed by the safeguarding



Benefice Safeguarding Officer checks application form and takes up the references
A role description I created which clearly state the group and time and place where the applicant will be working, who they are responsible to and the date of their 6 month probationary period ending when there will be a review undertaken by the person they are responsible to

The identity checks are done on the DBS form and it is sent to Milton Keynes Council for processing

The applicant is invited to an interview with the safeguarding officer plus one CW/priest. At the interview as well as asking questions to confirm suitability we will also ensure that a copy of the Good Practice Guide for work with children is issued and the role description discussed and understood. Training needs will also be identified.

Are there any positive disclosures on the DBS form?

YES

Refer to Diocesan Safeguarding officer for guidance

N
O

The following all need to be in place before appointment is confirmed

1. Both references received
2. Confidential declaration received
3. Positive interview
4. DBS form

Notes

1. All posts are subject to a six month probation period
2. All posts are subject to a small annual review
3. All of the recruitment paperwork is kept in a secure locked box. It has to be saved for 100 years
4. A spreadsheet detailing the volunteers and the different stages of the process is maintained.
5. Child protection training is organised every 2 years, and can be sourced sooner if needed.
6. DBS checks are repeated every 5 years.