

## Safer recruitment

All those who work regularly with children or vulnerable adults should be recruited according to the safer recruitment principles set out below. This applies both to leaders and to regular helpers. Occasional helpers will not normally need this process but care should be taken to recruit them safely if they wish to take greater responsibility or to work regularly.

- Identify who will be carrying out regulated activity, including those who work regularly and those in positions of trust
- Prepare a clear written job description (for paid staff) or role description (for volunteers) outlining the duties to be undertaken
- Ask applicants to complete an application form. There is a *Model Parish Application Form* available
- Ask applicants to complete the *Confidential Declaration*. If they make any disclosures on this consult the Diocesan Safeguarding Adviser
- Arrange an interview. This should include at least two people, one of whom should be the safeguarding officer and the other the incumbent or a churchwarden. One of them should be the designated Recruiter
- The interview is not meant to be in any way confrontational but is an opportunity to explore the duties proposed, the experience and skills of the applicant, and any training needs which might arise
- Ask the applicant for references and follow these up, using the *Model Reference Request*
- Explain that the appointment may be subject to a satisfactory DBS check and ask the applicant to apply for this according to local arrangements

On appointment it requires:

- completion of the *Model Volunteer Agreement*
- acceptance of the relevant *Good Practice Guide*, a copy of which should be given to the person
- ensuring the person understands that they will be in a position of trust
- training in safeguarding, through the Diocese or elsewhere, which should be refreshed at least every three years
- a probationary period for those new in role, normally six months;
- understanding of relevant Diocesan or parish policies in relation to health and safety, insurance, expenses etc as relevant
- appropriate supervision and training

## **Forms to be used**

Those listed as model forms should be customized with the name of the parish at the head and any other local requirements added. The others should not have their wording changed.

### **Before interview**

*Role description:* this should be prepared by the parish and outline the duties to be performed, e.g. to follow a curriculum or programme, to work as a member of a team, to be responsible for equipment or funds, to open or lock up a building or room.

*Model parish application form*

*Confidential Declaration:* if the applicant makes any disclosures on this consult the Diocesan Safeguarding Adviser.

*Model reference request:* two references are needed. If the applicant has a day job or voluntary role in the care sector, one reference should come from this employer.

### **On appointment**

DBS application: this is now done electronically by the Verifier. The applicant will produce documents to prove their identity, as required by the DBS.

*Model Volunteer Agreement*

*Good Practice Guide for church workers with children* or *Good Practice Guide for church workers with vulnerable adults* to be given to new worker when they sign the *Model Volunteer Agreement*.

*Revised March 21015*

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