

St Paul's & St Mary's PCC

Safer Recruitment and People Management Policy

As part of our commitment to safeguarding children and vulnerable adults, the PCC commits itself to this policy of Safer Recruitment and People Management with regard to all who work or might work with children and vulnerable adults. This applies equally to paid and voluntary positions, to full-time and part-time roles and even the most casual of 'helping' arrangements.

Abuse is prevalent in all social classes and most abuse is conducted without the knowledge or suspicion of closest friends, neighbours and colleagues of the abuser. Anyone could be an abuser. It is vital, therefore that every possible step is taken to ensure that those working or volunteering with children, young people and vulnerable adults within the church context are properly vetted before they are ever appointed. The Church of England and we endorse the most stringent recruitment practice in its guidelines.

Safer recruitment practice is about taking all reasonable steps to ensure that not only is the best person for the role being recruited, but also that any potential for their committing abuse is prevented or minimised. It ensures that the Church and individual parishes can be confident that people who work with children and vulnerable adults in their church setting have not done anything in the past which indicates they may be a danger. It also makes sure that people have been honest about their past, have demonstrated their value to others and everyone knows what is expected of them when they are involved in a Church activity. New recruits, during their probationary period, can be removed easily from their role, if they are found to be unsuitable.

We recognise that recruiting carefully will not necessarily stop people harming children or vulnerable adults, but it can go a long way towards preventing it. Therefore all those involved in recruiting paid staff and volunteers at any level within this Church must comply with safer recruitment and people management practice, whether or not the role is eligible for a criminal record check via the Disclosure and Barring Service (DBS).

We adopt the points below (from the [National Church Policy](#)) as our practice in accordance with this policy to seek to ensure safe recruitment. These points are summaries only and reference should be made to the national policy for the full guidance. It is noted that the manner of implantation should be proportionate as more fully described in the guidance. *

1. A Responsible Person

A responsible person must be identified for each role within the scope of this guidance. This person is responsible for the recruitment and appointment in accordance with this guidance. A responsible person should also be appointed for ongoing support.

2 Role Description and Person Specification

A Job Description clarifies the role and helps to avoid misunderstanding. A 'Person Specification' shows the kind of person likely to be suited to the role. Together they describe

the essential and desirable skills and experience required. The JD should set out whether a DBS check is required for the role.

3 Advertising the Role

The advertisement should include a statement which confirms the church's commitment to safeguarding and safer recruitment, the essential elements of the person specification and the pre-appointment checks that are required.

4 Application & Confidential Declaration

An Application Form makes it easier for applicants to provide the information needed by the organisation and for the organisation to make sure it asks the right questions. In addition, a Confidential Declaration statement should be completed by all applicants to posts that involve regular contact with children or vulnerable adults, and any offences disclosed should be notified to the DST for risk assessment.

5 Shortlisting

Application forms should be properly scrutinised, and candidates should normally meet all the essential criteria. Gaps or queries should all be carefully highlighted for further exploration.

6 Interview and Assessment

For any role or work in the parish (whether paid or voluntary) involving contact with children/young people/vulnerable adults, the potential candidates should be invited to an Interview. Interview questions should be relevant to the role being recruited for. These should be thorough, and face to face or otherwise follow the national guidance.

7 Pre-Appointment Checks

Two references should be requested from each applicant and taken up prior to appointment. These should provide two different perspectives. Where the applicant is, or has worked in another setting, one reference should be from that employer or supervisor. A maximum of one reference may be accepted from a member of the same parish.

There must be proof of identity

If the role is eligible, the successful candidate is required to go through the Disclosure and Barring Service (DBS) process. The DBS certificate must be inspected and any disclosure made must be notified to the DST for risk assessment. The candidate must not be appointed until this has all been completed successfully.

8 Criminal Records

The church must have a clear process for assessing and making decisions in respect of these,

9 Appointment

All appointments should be confirmed in writing and otherwise follow the national policy

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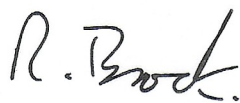
10 Probationary / Settling-In Period

In any appointment, good practice suggests a clear induction period and a defined probationary period of normally 3-6 months followed by a review and appraisal before the appointment is confirmed as permanent – all in accordance with good practice. For a voluntary position this might be referred to as a settling-in period. Monthly supervisory meetings are recommended as best practice when the individual is working regularly with children, young people or vulnerable adults.

* Some of these are supported by downloadable information sheets and templates from the Diocesan website.

Approved at the PCC meeting held on 25th September 2025

Signed (PCC Chairman)



Next Review Due by 25th September 2028