

SAFER RECRUITMENT POLICY

Ham Hill Villages Benefice, Somerset

OUR SAFEGUARDING COMMITMENT

This parish agrees to follow the National Church Safeguarding Policy, Practice Guidance from the House of Bishops on safeguarding matters, and to adopt the Diocese of Bath and Wells Safeguarding Policies.

<https://www.bathandwells.org.uk/parish-support/safeguarding/safe-recruitment/>

The House of Bishops' Safeguarding Policy states, 'The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church'.

The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid and unpaid. We will carefully select and train all those with any responsibility for children, young people and vulnerable adults within the church in line with safer recruitment principles, including taking up references and the use of criminal record [Disclosure and Barring Service] checks.¹

The suitability of an applicant or nominated volunteer for work with children, young people or vulnerable adult should not be solely dependent upon Disclosure & Barring Service (DBS) disclosures and vetting checks. Someone whose DBS disclosure is clear may still be unsuitable. Hence the need for an interview and references to assure ourselves, as far as we can, that someone is suitable.

As part of the Safer Recruitment process, it is our policy that:

- all those who regularly work with children, young people and vulnerable adults including those who work on a rota, should have enhanced DBS checks if they reach the eligibility criteria;
- those who work only occasionally will be asked to apply for a DBS check if they reach the eligibility criteria;
- those who manage or supervise people who work with vulnerable groups will be required to be DBS plus Barred List checked if they reach the eligibility criteria.

PROCESS²

1. Person shows interest in working with children/youth or vulnerable adults in the church either in a paid position or as a volunteer	2. Ensure there is a written outline of the role that can be given to the applicant. The applicant is asked to complete an application form including the names of two people to provide references
3. A simple interview/conversation then takes place with the applicant by the safeguarding officer in the parish and two others, usually the incumbent and PCC member. This will include a discussion about the role the applicant will undertake and also what they hope to bring to the role	4. A Confidential Declaration Form is completed by the applicant. If the role requires it then a DBS (Disclosure & Barring Service) application form is also completed by the applicant – online. The PSO will undertake an ID check with the applicant and complete the online verification form. The current provider of this service for the Diocese is Thirtyone:Eight The parish keeps the rest of the recruitment paperwork in a secure location
5. The applicant will receive a DBS disclosure certificate. The Diocesan Safeguarding Department emails the PSO confirmation of the outcome of the check with the disclosure certificate number, date of issue and the fact that it is clear of any cautions/convictions. If not clear, a discussion must take place with DSA for advice on risk management. The applicant cannot start until this is completed.	6. If the DBS certificate is clear and the references are satisfactory the applicant is now eligible to work within the area of work they were cleared for, and can start the role. 7. The PCC need to minute the appointment at their next meeting

See also our **Policy Statement on the Recruitment of Ex-Offenders**

¹ All documentation templates used in the recruitment process may be found at <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance/templates-and-resources>

² Further information in relation to Parish Safer Recruitment Guidance is available at <https://www.bathandwells.org.uk/parish-support/safeguarding/safe-recruitment/>