



Safer Recruitment Policy (October 2020)

RELEVANT POLICIES AND GUIDANCE

This document spells out how the diocesan and national guidance on safer recruiting is put into practice at Trinity Church Buxton, and is to be read in conjunction with the Church of England Safer Recruitment – Practice Guidance 2016, and the Parish Safeguarding Handbook.

RESPONSIBILITY FOR APPOINTMENTS

Overall responsibility for the appointment and approval of all paid staff (with the exception of the Incumbent) and volunteers at Trinity Church Buxton rests with the Church Council. However, subject to Leadership Team approval, that responsibility is delegated to the following staff and ministry leaders in relation to work with children, young people and vulnerable adults:

- Creche: Julia
- Children and Youth (up to year 9): Anna Watkin
- Youth (year 10-13): Graham and Maria (David Barnsley has oversight of group)
- Schools work: Anna Watkin
- Thursday Fellowship: Bob Marsden
- Trinity Lunch: Maria
- Still Waters: Meg and Carol
- Volunteer Drivers: Person who is responsible for group which requires the driver
- Toddler group: Anna Watkin
- Holiday Club: Anna Watkin
- Thomas Fields services: Graham and Maria
- Staff: Bob Marsden

Responsibility for the appointment of volunteers that do not require a DBS (for example, music, PA, coffee rota) is delegated to other relevant staff and group leaders.

The Church Council and Leadership Team are responsible for ensuring that all overall leaders are adhering to the procedures as laid out in the Parish Safeguarding Handbook, by keeping in regular contact, and in the form of occasional visits and spot checks, and at annual appraisal.

VOLUNTEER APPOINTMENTS

When an individual applies, or is identified as a possible suitable candidate, to join a team as a volunteer at Trinity Church Buxton, the following application process must be followed:

RECRUITMENT PROCESS

1. Identify potential volunteer.
2. Ask potential volunteer to look at Job Description for role to see whether they are interested.

A. Would the potential volunteer like to be considered for the role?

- YES** Continue to question B.
NO Stop recruitment process here.

B. Does the role involve teaching or leadership?

- YES** Continue to question 3.
NO Continue at question C.

3. Potential volunteer to be interviewed by person responsible for recruitment for this group, including discussion and questions on the Job Description.

C. Are references required?

- YES** Continue to question 4.
NO Continue at question 5.

4. If person is new to Trinity Church or unknown to us, 2 references are required to show the individuals suitability for the role.

D. Is recruiter happy with references?

- YES** Continue to next question.
NO Stop recruitment process here.

5. The Safeguarding Administrator is to be notified of pending appointment.
6. The Safeguarding Administrator will ask the volunteer to complete a Confidential Declaration form and ID checks.

E. Is the Confidential Declaration clear and ID verified?

- YES** Continue to next question.
NO Stop recruitment process here.

7. The Safeguarding Administrator will then apply to Derby Diocese for a DBS check on behalf of the volunteer.
8. The volunteer will be sent a link from from Derby Diocese to complete their DBS application online.

F. When notified of a complete DBS application, is Derby Diocese happy for us to proceed with the appointment?

- YES** Continue to next question.
NO Stop recruitment process here.

9. Upon confirmation from Derby Diocese that we may proceed with the appointment, Church Council will be asked to validate the new volunteer. This must be minuted.
10. The group leader will then be notified that the volunteer can begin their role.
11. The volunteer can then begin their role.

What happens next?

INDUCTION, PROBATION PERIOD and REVIEWS

- a) **Induction period.** The volunteer will be shown what their role looks like within the group they are helping with. There will be the chance to ask questions of group leaders.
- b) **Probation period.** During the first 6 months, there will be regular reviews. If after this both the volunteer and the main group leader are happy for the role continue, the volunteer will move on to point (c).
- c) **Review.** You will get the chance to review your role with the group leader annually.

SUPPORT and TRAINING

- a) The new volunteer will be asked to read the Trinity Church Buxton Safeguarding Policy and to confirm with the Safeguarding Administrator that they have done so.
- b) The volunteer will have the chance to attend Safeguarding Training provided by Derby Diocese. The Safeguarding Administrator will let them know which course they are required to attend. Diocesan Safeguarding Training must be renewed every three years.
- c) With some groups, there will also be the opportunity to attend team meetings and training.

Notes

- The DBS check is a small part of the application process and should not be regarded as a cover-all.
- Everyone should be alert to safeguarding issues on every occasion and work to protect children, young people and adults when they are vulnerable.
- DBS checks should be renewed every 5 years, unless a volunteer's role changes, when the DBS will need updating. The Safeguarding Administrator will be in contact with the volunteer before their renewal date.
- It is the responsibility of the Church Council to ensure that the process is carried out correctly. The Parish Safeguarding Link reports to the church members annually at the Annual Church Meeting and safeguarding is on the Church Council agenda each month.

Paid Staff and Trainee Appointments

The process for paid staff and trainee appointments is as above, except that:

1. Steps 1-4 will be replaced by advertising of the post and a formal interview process.
2. Application for a DBS check for paid non-clergy staff members carries a cost. Contact the Safeguarding Administrator at Derby Diocese for more information.

Church Council Appointments

After a new Church Council member has been elected at the Annual Church Meeting, the individual will be asked by the incumbent to complete a Church Council Membership Form. The Safeguarding Administrator will contact the new Church Council Member with a Confidential Declaration Form and will follow the recruitment process in steps 6 to 11 above. They will also be notified about training requirements for Church Council members.

RECRUITMENT OF EX-OFFENDERS POLICY

Please refer to the Trinity Church Buxton policy on the Recruitment of Ex Offenders in Appendix 5.

NOTES ON APPENDICES 1-4

Appendix 1: Recruitment process checklist (for volunteers aged 18+)

This checklist is to be used for all new volunteers who do not have a DBS of any kind with Trinity Church Buxton and have not been validated for any role by the Church Council.

Example:

Caroline joined Trinity Church 6 months ago and has been asked to consider becoming a helper in Trinity Kids. The person responsible for Trinity Kids recruitment goes through the checklist in Appendix 1 and the Church Council happily validate Caroline. She can now begin helping in Trinity Kids.

Appendix 2: Recruitment process checklist (for volunteers under 18)

This checklist is to be used for all new volunteers under the age of 18 and who have not been validated for any role by the Church Council.

Example:

Charlie is 15 and has been asked to help with Trinity Kids. The person responsible for Trinity Kids recruitment goes through the checklist in Appendix 2 and the Church Council happily validate Charlie. He can now begin helping in Trinity Kids.

Appendix 3: Checklist for people moving from helper to leader within the same group

This checklist is to be used when the person responsible for recruitment in a group would like a volunteer to move from a helper role to a leader role.

Example:

Caroline has now been helping in Trinity Kids for a year and has been asked to become a leader, which she has accepted. The person responsible for Trinity Kids recruitment goes through the checklist in Appendix 3. Because Caroline has a DBS for Children's Work and has been validated by Church Council in the Children's Work category, there is no need for Church Council to validate Caroline again.

Appendix 4: Checklist for people moving to a new role in a different group

This checklist is to be used when the person responsible for recruitment in a group would like a volunteer to move from a role in one group to a new role in a different group.

Examples:

Christopher has been a leader in Trinity Youth for a while now but has been asked if he would like to be a Still Waters Volunteer. He's decided he'd like to so the person responsible for Still Waters recruitment goes through the checklist in Appendix 4. Christopher will need to apply for a new DBS to include work with vulnerable adults and will need to be validated in the Vulnerable Adults category by the Church Council for this new role.

Catherine has been volunteering for Thursday Fellowship and creche for some time. She's been asked to become a helper in Trinity Youth. The person responsible for Trinity Youth recruitment goes through the checklist in Appendix 4, but doesn't need to do steps 5-8 as Catherine already has a DBS for children's work and is validated in the Children's Work category.

PLEASE NOTE: We often complete DBS applications so that people are covered for working with both Children and Vulnerable Adults so as to future proof our volunteer workforce. This may mean that people will be validated by the Church Council in a category for which they currently do not have a role. In this instance, should they be recruited for a new role for which they already have a DBS and validation, Appendix 1 should still be used, barring points 6-9.

NOTES ON GROUPS

'Groups' are defined as follows:

Children's Groups

- * Trinity Kids (inc. creche, Scramblers, Climbers, Explorers and Heroes)
- * Trinity Youth (inc. Pathfinders, Impact, Ignite, mid-week small groups)
- * Schools Work
- * Toddler group
- * Holiday Club

Vulnerable Adults Groups

- * Still Waters
- * Thursday Fellowship
- * Trinity Lunch Helper (in contact with group members)
- * Pastoral Home Visitor (official visits only, not visits between friends)
- * Thomas Fields service

There may be different roles within each group which will have their own Job Descriptions.

The exception to the above is the role of Trinity Kids and Trinity Youth helper. This has a combined Job Description and so a person does not need to be re-recruited to move from helping in a Trinity Kids group to helping in a Trinity Youth group. However, the person responsible for recruitment for Trinity Kids helpers and Trinity Youth helpers reserves the right to complete Appendix 4 in the above case should they wish to do so.

NOTES ON VALIDATION CATEGORIES

Trinity Church Volunteers

* Vulnerable Adults role

To be validated in this Category means that the Church Council are happy for the volunteer to be recruited in to any role that involves working with vulnerable adults assuming the correct recruitment process has been followed.

* Children's role

To be validated in this Category means that the Church Council are happy for the volunteer to be recruited in to any role that involves working with children assuming the correct recruitment process has been followed.

Helpers and leaders can move from helper to leader role, or to a different role in a different group at the discretion of the person responsible for recruitment (using the appropriate checklist).

Trinity Church Volunteers and External Volunteers

* Volunteer Driver for Vulnerable Adults

Volunteer Drivers for Vulnerable Adults must hold a current DBS that clears them for working with Vulnerable Adults. To be validated in this Category means that the Church Council are happy for the volunteer to be recruited as a Volunteer Driver for Vulnerable Adults.

* Volunteer Driver for Children

Volunteer Drivers for Children must hold a current DBS that clears them for working with Children. To be validated in this Category means that the Church Council are happy for the volunteer to be recruited as a Volunteer Driver for Children.

Prior to validation, Volunteer Drivers complete separate paperwork confirming they have the appropriate level of insurance. A member of the Safeguarding Team also views their Driving Licence and Insurance Certificate. DBS certificates, Driving Licences and Insurance Certificates are also checked again when the documents are renewed.

* Helper under the age of 18

To be validated in this Category means that the Church Council are happy for the volunteer to be recruited as a group helper assuming the correct recruitment processes and the Trinity Church Buxton Safeguarding Policy are being followed.

Once the helper turns 18, they will apply for a DBS certificate and will go through the normal Safer Recruitment procedure and will be re-validated by Church Council as adults.

External Volunteers

* Still Waters Volunteer

To be validated in this Category means that the Church Council are happy for the volunteer to be recruited as a Still Waters Volunteer assuming the correct recruitment process has been followed.

Still Waters External volunteers cannot move to another group (with the exception of being a volunteer driver for Still Waters) without going through the Safer Recruitment procedure and being revalidated by Church Council. Still Waters volunteers from Trinity are included in the 'Vulnerable Adults group helper/leader' category.

At any point, Church Council members may request to see evidence that the Safer Recruitment Policy is being followed and that the recruitment checklists are being completed.

APPENDIX 1

RECRUITMENT PROCESS CHECKLIST (for volunteers 18+)

(following recruitment process outlined on page 2)

Volunteer Name: _____ **Role:** _____

Step no.	Step information	Date	Initials
Form starts with Group Leader responsible for recruitment			
1	Identify potential volunteer.		
2	Ask potential volunteer to look at Job Description for role to see whether they are interested.		
3	Potential volunteer to be interviewed by person responsible for recruitment for this group, including discussion and questions on the Job Description.		
4	If person is new to Trinity Church or unknown to us, 2 references are required to show the individuals suitability for the role.		
5	The Safeguarding Administrator is to be notified of pending appointment.		
Please pass form to Safeguarding Administrator			
6	The Safeguarding Administrator will ask the volunteer to complete a Confidential Declaration form and ID checks.		
7	The Safeguarding Administrator will then apply to Derby Diocese for a DBS check on behalf of the volunteer.		
8	The volunteer will be sent a link from from Derby Diocese to complete their DBS application online.		
9	Upon confirmation from Derby Diocese that we may proceed with the appointment, Church Council will be asked to validate the new volunteer. This must be minuted.		
10	The group leader will then be notified that the volunteer can begin their role		
11	The volunteer can then begin their role.		

INDUCTION, PROBATION PERIOD and REVIEWS to be completed by Group Leader

Step no.	Step information	Date	Initials
1	Induction period cleared		
2	Probation period cleared		
3	Annual review		

TRAINING to be completed by Safeguarding Administrator

Step no.	Step information	Date	Initials
1	Trinity Church Buxton Safeguarding Policy read		
2	Relevant Diocesan Safeguarding Training completed		

APPENDIX 2 RECRUITMENT PROCESS CHECKLIST (for volunteers under 18)

Volunteer Name: _____ Role: _____

Step no.	Step information	Date	Initials
Form starts with Group Leader responsible for recruitment			
1	Identify potential volunteer.		
2	Ask potential volunteer to look at Job Description for role to see whether they are interested.		
3	Potential volunteer to have an informal chat with the person responsible for recruitment for this group, including discussion and questions on the Job Description.		
5	The Safeguarding Administrator is to be notified of pending appointment.		
Please pass form to Safeguarding Administrator			
6	The Safeguarding Administrator will ask the volunteer to complete a Confidential Declaration form.		
9	Church Council will be asked to validate the new volunteer. This must be minuted.		
10	The group leader will then be notified that the volunteer can begin their role		
11	The volunteer can then begin their role.		

TRAINING, INDUCTION, PROBATION PERIOD and REVIEWS to be completed by Group Leader

Step no.	Step information	Date	Initials
1	Discuss Safeguarding with volunteer.		
2	Induction period cleared		
3	Probation period cleared		
4	Annual review		

APPENDIX 3

Checklist for people moving from helper to leader within the same group

Volunteer Name: _____ Role: _____

Step no.	Step information	Date	Initials
Form starts with Group Leader responsible for recruitment			
1	Identify potential volunteer.		
2	Ask potential volunteer to look at Job Description for role to see whether they are interested.		
3	Potential volunteer to be interviewed by person responsible for recruitment for this group, including discussion and questions on the Job Description.		
4	The volunteer can then begin their role.		
Please pass form to Safeguarding Administrator			

INDUCTION, PROBATION PERIOD and REVIEWS to be completed by Group Leader

Step no.	Step information	Date	Initials
1	Induction period cleared		
2	Probation period cleared		
3	Annual review		

TRAINING to be completed by Safeguarding Administrator

Step no.	Step information	Date	Initials
1	Trinity Church Buxton Safeguarding Policy read		
2	Relevant Diocesan Safeguarding Training completed		

APPENDIX 4

Checklist for people moving to a new role in a different group

Volunteer Name: _____ **Role:** _____

Step no.	Step information	Date	Initials
Form starts with Group Leader responsible for recruitment			
1	Identify potential volunteer.		
2	Ask potential volunteer to look at Job Description for role to see whether they are interested.		
3	Potential volunteer to be interviewed by person responsible for recruitment for this group, including discussion and questions on the Job Description.		
4	The Safeguarding Administrator is to be notified of pending appointment.		
Please pass form to Safeguarding Administrator			
If needing to move validation category or needing a new DBS with a different level of clearance, continue to step 5. If not (or moving from leader to helper in same validation category), continue to step 9.			
5	The Safeguarding Administrator will ask the volunteer to complete a Confidential Declaration form and ID checks.		
6	The Safeguarding Administrator will then apply to Derby Diocese for a DBS check on behalf of the volunteer.		
7	The volunteer will be sent a link from from Derby Diocese to complete their DBS application online.		
8	Upon confirmation from Derby Diocese that we may proceed with the appointment, Church Council will be asked to validate the new volunteer. This must be minuted.		
9	The group leader will then be notified that the volunteer can begin their role		
10	The volunteer can then begin their role.		

INDUCTION, PROBATION PERIOD and REVIEWS to be completed by Group Leader

Step no.	Step information	Date	Initials
1	Induction period cleared		
2	Probation period cleared		
3	Annual review		

TRAINING to be completed by Safeguarding Administrator

Step no.	Step information	Date	Initials
1	Trinity Church Buxton Safeguarding Policy read		
2	Relevant Diocesan Safeguarding Training completed		

APPENDIX 5

Policy for the recruitment of ex-offenders

The aim of this policy is to state Trinity Church Buxton's (TCB's) approach towards employing people, or recruiting volunteers, who have criminal convictions.

TCB is committed to equality of opportunity for all job applicants and volunteers and aims to select people for employment or voluntary work on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

TCB will therefore consider ex-offenders for employment or as volunteers on their individual merits. TCB's approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013

Jobs covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013

TCB will not automatically refuse to employ or recruit a particular individual just because he/she has a previous criminal conviction.

During job interviews or volunteer interviews, TCB will ask job applicants or potential volunteers to disclose any unspent convictions, but will not ask job applicants or potential volunteers questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant or potential volunteer has a conviction that is not spent and if the nature of the offence is relevant to the job for which he/she has applied or the voluntary post for which he/she is being asked about, TCB will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment or the voluntary post.

Jobs that are exempt from The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 (e.g. working with those under 18 or vulnerable individuals)

If the job or voluntary post into which TCB is seeking to recruit is one of the excluded jobs listed in The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013, TCB will require the applicant/potential volunteer to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job/voluntary role concerned). Even in these circumstances, however, TCB will not refuse to employ/recruit as a volunteer a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

Furthermore, if the job/voluntary role is exempt, TCB will, once it has selected the person to whom it wishes to offer employment/a voluntary role, seek documentary evidence about that person's criminal convictions. TCB will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for a standard, enhanced or enhanced with DBS barred lists check (as appropriate). TCB will pay the fee for obtaining the appropriate criminal records certificate (for paid non-clergy staff). Criminal records checks for voluntary posts are free. Where the individual is member of the DBS update service, TCB will, with his or her permission, ask Derby Dioceses to carry out a status check on any current certificate.

Data protection

TCB processes information about an individual's criminal convictions in accordance with its Data Privacy Notice. In particular, data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee or volunteer data constitutes a data breach and should be reported in accordance with the organisation's Data Privacy Notice immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

Once an individual is recruited, information about his/her criminal record gathered in the course of the vetting process will not be transferred to his/her personnel file.

APPENDIX 6

Volunteers Registration

Full name: _____

Title: Mr / Mrs / Miss / Dr / Rev / Other: _____

Former names: _____ and dates used _____

Address (inc. postcode): _____

Telephone number: _____

E-mail address: _____

Date of birth: _____

Previous church attended: _____

Name of Minister/Church Warden: _____

Please give details of previous experience of looking after or working with children, young people or vulnerable adults relevant to this role:

Have you any relevant qualification or undertaken appropriate training? Give details e.g. date of training undertaken and who delivered the training:

Are you prepared to undertake appropriate training? YES/ NO

NB: All information will be held safely and in confidence, in accordance with GDPR.

References: Please give the name, address, telephone number and position or relationship of two people who know you well, including one who has previously managed or supervised your work with children, young people or vulnerable adults.

(1) Name: _____ Position/relationship: _____

Address: (inc. postcode): _____

Telephone: _____ Email: _____

(2) Name: _____ Position/relationship: _____

Address: (inc. postcode): _____

Telephone: _____ Email: _____

APPENDIX 7



Trinity Church Buxton, Hardwick Mount, Buxton, Derbyshire, SK17 6PR
admin@trinitychurchbuxton.org.uk
01298 26962

From the Rev. Bob Marsden, Incumbent

Date

To:

Dear

REQUEST FOR REFERENCE FOR THE POSITION OF A VOLUNTEER IN THE CHURCH

Re:

Post applicant applying for:

The above has given your name as someone who may be contacted in relation to their application to work in the church. Guidelines from the Government and the Church of England states that all voluntary organisations including churches take steps to safeguard the vulnerable groups entrusted to their care.

I would be grateful if you could comment on the following factors as they may apply to the applicant:

- *previous experience with regard to the position applied for*
- *their reliability and honesty*
- *their commitment to treat all children, young people and vulnerable adults as individuals and with equal concern and with due respect to their background and culture*
- *any evidence or concern that they would not be suitable to work with regard to the position they have applied for*

Please use the questions on the reverse of this letter for your reply. Thank you for your assistance.

Please send you reference to our Safeguarding Administrator (admin@trinitychurchbuxton.org.uk or by post to Kate Smith, Trinity Church Buxton, Hardwick Mount, Buxton, SK17 6PR).

Yours sincerely

The incumbent, or on behalf of the incumbent.

How long have you known the applicant and in what capacity?

His / her* previous experience of working with children / vulnerable adults:

His / her* ability to provide kind, consistent and safe care:

Evidence of his / her* willingness to respect the background and culture of children / vulnerable adults experiencing:

His/ her* commitment to treat all children / vulnerable adults as individuals and with equal concern:

Any evidence or concern that he / she* would not be suitable to work with children / vulnerable adults?

Name: _____ Position/relationship: _____

Signature: _____

Telephone contact point for clarification: _____

**Please delete as appropriate*

N.B. All information will be held in accordance with GDPR

UPDATES

v2, 12/10/20

- Addition. Appendix 6: Volunteers Registration form.
- Addition. Appendix 7: References request letter and form.