

St John's Church, Old Moulsham

Not-so-quick guide to safer recruitment of paid and voluntary staff



The PCC has adopted the House of Bishops' Safeguarding Policy, and so is accountable for ensuring that the Church of England's Safer Recruitment policy is followed whenever the church recruits volunteers or paid staff for any role.

Even where roles are not identified as having 'substantial' contact with children, young people or vulnerable adults, the PCC requires that wherever an element of safeguarding risk is identified, or if a person holds a position that shapes or influences the culture at St John's, they should be safely recruited.

Responsibility for individual recruitments can be delegated to an individual to act on the PCC's behalf, and as such the following is offered as a quick and easy guide that can be followed.

The PCC will:

1. **Sign off the role description and person specification**, ensuring clarity about any safeguarding aspects of the role, and reference to the PCC's commitment to protecting children, young people and vulnerable adults
2. **Decide who will lead on each appointment** on the PCC's behalf, and delegate to them the authority for the appointment decision. NB This person must have been safely recruited to their role unless the role falls outside the scope of Safer Recruitment.
3. **Decide who will be responsible for supervising** each person, and ensure that they are capable, competent and have received all required training. Again this must be someone who has been safely recruited to their role
4. **Decide what level of training** is required for each position, safeguarding, food hygiene, etc
5. **Agree required training and criminal record checks** in conjunction with the Parish Safeguarding Officer (PSO)

The lead appointer will:

1. **Draft a clear role description**, in consultation with the PSO
2. **Undertake a risk assessment** for the role, in conjunction with the H&S Officer, and ensure the mitigation of any risks highlighted
3. **Establish a recruitment team**, themselves plus two others and ideally mixed gender and where possible representative of different ethnic groups, which will meet each candidate for an interview/discussion and together make the appointment. At least one must have up to date safer recruitment training, be competent in interviewing and have the appropriate expertise to assess the candidates' competence in the role
4. **Advertise** (*See Appendix 1 for template application form, which can be modified as required*). It is essential that all applicants are given access to (or advised where to find):
 - Role description and person specification
 - The PCC's current safeguarding and domestic abuse policies
 - Information about the selection procedure
 - Outline of the selection procedure for the post
 - Application form
 - Privacy notice and Confidential Declaration form

All advertisements falling within the scope of this document must either include a statement about the following or state where details can be found (eg church noticeboard) - specifically

- a statement about the PCC's commitment to safeguarding and safer recruitments
- essential elements of the person specification
- pre-appointment checks that are required for the role

A personal approach to engage applicants must only be used where it can be evidenced that there are no other viable options available

5. **Shortlist:** Carefully examine each application form and references and shortlist on the basis of evidence provided against essential criteria defined on the person specification. In conjunction with the PSO, ensure that the information provided is consistent, and that there is a satisfactory explanation from the applicant about any discrepancies and gaps in the person's personal history and/or career
6. **With recruitment team, have face-to-face an interview or discussion** with pre-agreed questions. Evidence of qualifications must be provided. Where work will include vulnerable people, questions must assess the person's values, motives, behaviours and attitudes. They must also explore issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults. Any gaps, anomalies or discrepancies identified in the application form of shortlisting process must be discussed with the candidate and a satisfactory explanation provided. A note of each interview should be taken and agreed by the interview team
7. **Ask each promising candidate to complete a Confidential Declaration, and DBS check** as appropriate, and ensure it is returned to the PSO in a sealed envelope
8. **Ensure all pre-appointment checks satisfactorily completed:** Liaise with PSO to confirm
 - satisfactory Confidential Declaration
 - satisfactory DBS (where applicable)
 - satisfactory references
 - satisfactory health information – must be sought from the successful candidate where the nature of a role makes this reasonable
9. **Agree appointment**, albeit subject to satisfactory DBS check if applicable
10. **Advise all candidates of the outcome** in writing (*See Appendix 3 for template confirmation letter, which can be adjusted as required*)
11. **Advise the supervisor of the person's appointment**, including a briefing of their experience, strengths, training needs and contact details
12. **Issue the Volunteer Agreement Form** (Appendix 4) with the role description attached, inserting the appropriate names and contact details, to be signed by the line manager and the volunteer (one copy kept by the volunteer and the second sent to the Parish Safeguarding Officer for retention)
13. **Pass all recruitment documentation to the PSO** for appropriate retention.

The Parish Safeguarding Officer will:

1. **Act as consultant** to the recruiter on the job description
2. **Take up two references**, and emails are acceptable.) Requests should always ask about someone's suitability to work with vulnerable people (*See Appendix 2 for template reference request, which can also be expanded as required*). Please note:
 - a. At least one reference must be from someone outside the church family

- b. If the applicant is currently working/volunteering with children, young people or vulnerable adults, or has done within the last 2 years, then a reference must be sought from that organisation
 - c. If the applicant has come to the church body from another church body within the last 2 years, a reference must be sought from that previous church body
3. **Review each reference**, then share and advise the recruiter accordingly
4. **Receive each Confidential Declaration** form and advise the recruiter accordingly
5. **Complete any appropriate DBS checks**, ensure they are satisfactory and advise the recruiter accordingly
6. **Ensure the safe storage of all documentation** (application forms, interview notes, references, confidential declarations and volunteer agreements) to be held securely in the Parish Office.

The supervisor will:

1. **Induct** the person into their new role, including one to one meeting/s, including expectations in the role, objectives and arrangements for ongoing support
2. **Discuss** how they will manage their own health and safety (eg lone working, working at heights etc)
3. **Ensure that the appointee has read the Safeguarding and Domestic Abuse Policies and the Safeguarding Implementation Plan**, including to whom to report concerns, and understood them
4. **Provide appropriate contact details**, including in emergencies
5. **Obtain emergency contact details** for emergencies
6. **Plan any training** the person may need
7. **Ensure regular supervision** to ensure that the person completes their role in a satisfactory way and is supported.
8. **For employees, give the person the St John's Employment Manual**
9. **For employees, ensure a probationary/settling in period is in place**, during which time they will meet regularly and with safeguarding (process, understanding and behaviours) being a core item for discussion. This period must include some direct observation to provide reassurance that she/he is demonstrating safe behaviour, maintaining appropriate boundaries, can spot causes of concern and knows when to report and who to

Engagement of young helpers aged under 18:

Helping with activities for children can be a great opportunity for under 18s to participate in church life. It is important that the young people:

- Should always be 14 years of age or older
- Are always designated as a 'helper' rather than a leader
- Are supervised by an adult who has been safely recruited and who can take overall responsibility for the leadership of the group
- are legally children, so the adult has safeguarding responsibilities to them as well
- should not be seen as part of the core team, so not be counted in the adult/child ratios
- should not be regarded as adults for the purposes of observing the lone working guidance (eg a 17 year old helper should not be in a planning meeting on their own with one adult leader – two adults should be present)

Activity leaders should always recognise that these volunteers are children themselves, and ensure that:

- they have the full contact details of both young people and parents, including emergency contact telephone numbers and any known allergies
- have the young person's preferences for methods of communication, and the parent/carer's consent for such communication, and for processing their personal data (using Young Helper Contact Consent Form)
- there is a 5 year age gap between the helper and the children they are helping with (other than by exception agreed with the Incumbent and Parish Safeguarding Officer)
- 'Helper' opportunities should be seen as a chance for the young person to grow in responsibility rather than to 'help the church out' when volunteer numbers are low
- a record/register should be kept of all activities where young people volunteer as helpers
- where students are placed in a church setting by a local school or college, or as part of community service (eg Duke of Edinburgh award), with the agreement of the incumbent or Parish Safeguarding Officer, the activity leader should liaise with the establishment/body and agree that the safeguarding and recruitment requirements of both that establishment/body and those of the St John's church, are complied with
- all those on placement should read the Safeguarding and Domestic Abuse policies and Safeguarding Implementation plan.

Appendices:

The following are offered as core templates which can be adjusted for different roles within St John's Church:

Appendix 1: Application form

Appendix 2: Reference request

Appendix 3: Written confirmation of the outcome

Appendix 4: Volunteer agreement form

Appendix 5: Young helper volunteer registration and contact consent form (for under 16s)

Appendix 6: Volunteer registration and consent form for vulnerable adults volunteering on placement at St John's

Appendix 1

Application form for the role of

Thank you for the interest that you have shown in becoming a at St John's. Please see the role description attached.

We value all those who come to any at St John's regardless of age, culture or ability, and also those who work with us. In line with official recommendations on safer recruitment and as part of our commitment to children and vulnerable adults, we ask volunteers to complete this form.

Full Name:	
Former names (if appropriate)	
Date of birth:	
Address (incl postcode):	
Email address:	
Tel No:	
Mob No:	

Experience: (Please give details of relevant experience)
Qualifications and training: (Where appropriate, please detail any relevant qualifications and/or training)
Personal statement: (Please address the criteria set out in the person specification, including details of skills and attributes you bring to the role)

FOR A VOLUNTARY ROLE: Full history and description of work with children, young people and/or vulnerable adults, whether paid or voluntary, with dates, and (where applicable) an explanation of any gaps):

FOR A PAID ROLE: Details of your present employment and your reason for leaving:

FOR A PAID ROLE: Full employment history since leaving school including education, employment and any voluntary work, including an explanation of any gaps:

References:

Please provide details of two people (over 18) willing to provide a personal reference, noting that

- If you've come from another church in the last two years, please ensure one is from someone at that church
- If you're currently working/volunteering with children or vulnerable adults, or have done so in the last two years, please include someone from that organisation
- No more than one reference should come from a member at St John's church
- FOR VOLUNTEERS: At least one referee must comment on your ability to work with the group/in the role for which you will be volunteering
- FOR EMPLOYEES: At least one reference must be from your current/most recent employer/voluntary position
- Please do not ask family members or relatives

Referee 1 Name:	
Address:	
Email address:	
Tel No:	
Mob No:	
Relationship:	

Referee 2 Name:	
Address:	
Email address:	
Tel No:	
Mob No:	
Relationship:	

You will be required to complete an online safeguarding training session and complete the confidential declaration form to confirm that you are eligible to work in this setting. At the moment a DBS check is not required but it may be in the future.

- I confirm that the information submitted is true and complete.
- I confirm that I have received a copy of St John's safeguarding policy and that I will endeavour to follow the guidelines contained within it.
- I agree to inform the Revd Hannah Robinson, Parish Priest, or Nanette Wright (Safeguarding Officer) if I am convicted of an offence or if I become the subject of a police investigation, social services or social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults.

Signed:

Dated:

Please return completed form to at

Appendix 2

Template reference request

Subject: Reference request for(name)....

Dear

..... has applied to take up the role of at St John's Church, Old Moulsham, and has offered your name as a referee. I enclose a copy of the role description, and will be very grateful if you will please let me know your views on their suitability for the role. In particular it will be helpful if you can include the following information:

1. Your name, organisational role and position (if any), and contact details
2. How long you have known the applicant, and in what capacity
3. Do you consider them to be honest and trustworthy?
4. Your views about the applicant's qualities and skills in relation to this post, and whether you have any doubt of their suitability for this role?
5. Confirmation of whether you know of any reason why the applicant might be considered unsuitable to work with children or vulnerable adults, and whether you have any concern about their suitability to work in our setting
6. Confirmation of whether the applicant has ever been subject to any disciplinary offences in relation to either children or vulnerable adults
7. Confirmation or whether or not you would re-employ the applicant, whether in a paid or voluntary capacity, and if not please give your reasons

Thank you for your time in providing this reference, and I look forward to hearing from you.

.....

.....(role)..... at St John's Church, Old Moulsham

Appendix 3

Template to confirm outcome of process

Subject: *Name of the role being recruited to*

Dear

Thank you for applying to become a/the(*role*)..... at St John's church. I am writing to let you know that

EITHER

I am delighted to formally offer you that role. will supervise you in your new role at St John's, and I will ask them to meet with you to discuss any training needs, managing your health and safety in the role, and your induction. As your ongoing supervisor,(*supervisor's name*).... will also give you contact details for emergencies, and meet with you from time to time. Let me end by welcoming you to the team at St John's.

.... will also ask you to sign a Volunteer Agreement Form, which they too will sign, and then give you a copy for your records. They will also ask you to read our Safeguarding and Domestic Abuse Policies and implementation plan, and be happy to discuss any queries you may have about it.

OR

I am sorry that we are unable to take you up on your offer. If you would like some feedback, I/..... would be happy to meet with you, and potentially to see if there are any other ways in which you could help us at St John's.

.....

Appendix 4

St John the Evangelist Church Volunteer Agreement

This form should be completed by all voluntary workers potentially working with children and/or vulnerable adults at St John's church, in accordance with the House of Bishops' Safeguarding Policy Statement and procedures.

VOLUNTEER DETAILS	
Name of volunteer:	
Name of group/activity:	
Voluntary role:	
When and where:	
Age range of children and/or range of vulnerabilities:	

PERSON TO WHOM THE VOLUNTEER IS RESPONSIBLE, AND WHO WILL OFFER SUPPORT (name & contact details):		
You are responsible to:	Revd Hannah Robinson	07498 208259
You will be supported by:		

MUTUAL EXPECTATIONS:
<p>We want people to use their gifts in loving God and serving the church and community, so we want to work in a way that is respectful and life enhancing for everyone.</p> <p>St John's Church agrees to:</p> <ul style="list-style-type: none"> • respect volunteers as an important part of our church, and treat them with dignity • provide training and give support to volunteers so that they know what they are doing and can do it safely • tell each volunteer who they will be supported by and accountable to • pay out of pocket expenses as agreed • keep personal information confidential, in line with our Data Privacy Notice • Have public liability insurance to cover volunteers against injury while volunteering and any claim by a member of the public • treat volunteers fairly <p>The volunteer agrees to:</p> <ul style="list-style-type: none"> • do the tasks I have agreed to do as well as I can • treat all those I deal with kindly and respectfully, as a representative of St John's Church • follow the PCC's Safeguarding and Domestic Abuse Policies • follow any instructions issued by St John's Church • complete any training that is needed for my role • accept support and guidance for my role and cooperate with those responsible if there are any problems that need resolving • let St John's Church know about any circumstances or issues that might affect what I can do, so that support can be offered where possible • let St John's church know as early as possible if I am unable to volunteer at a time that was agreed

Signed on behalf of St John's PCC:

Print name: Dated:

As a volunteer, I have understood the nature of the work I am to do with children/young people/potentially vulnerable adults.

I have read and understood St John's Safeguarding and Domestic Abuse Policies and Implementation Plan. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact, and I know what action to take if abuse is discovered or disclosed:

Signed by: (Volunteer)

Print name: (Volunteer name) Date:

Please note that a copy of this form will be retained by the Parish Safeguarding Officer, and if the role changes substantially a new form will be required. All information will be held safely and in confidence, in accordance with the Data Protection Act 1998

Appendix 5

Young Person – Volunteer Registration and Contact Consent Form

Data collected on this form will be stored securely and used for the purpose of contacting young people about volunteering and youth groups at St John's church.

Name of young person: **Date of birth:**

Home address:

Mobile no:

Email address:

Medical information:

Are there any medical conditions (eg allergies, epilepsy, asthma, diabetes, travel sickness etc) which we should be aware of? If yes, please detail:

Please give details of any special dietary needs we should be aware of (eg food allergies):

Emergency contact: Name: Relationship:

Tel Nos:

Full details of how we will use these methods of communication are on the letter enclosed. If you would like to see our safeguarding policy please contact us.

Communication methods: *(Please tick the boxes below to give your permission for a particular item)*

I give permission for St John the Evangelist Moulsham to:

Send text messages

Send emails

Use facebook

Use WhatsApp (over 16s only)

Take photos/video and use on social media and in promoting the work of the church

Consent:

I hereby consent to St John the Evangelist Moulsham processing my personal data for the purposes set out above.

Signed by the young person: **Dated:**

We have a WhatsApp group for young volunteers aged 16+, which we use it to contact your son/daughter about events related to their volunteering role at St John the Evangelist Moulsham. This account is not used after 9pm and all conversations on it are logged. Your son/daughter has given permission to be in this group and conversations are monitored by three adults. If you would like to be included in this group, please tick the box.

I agree to my son/daughter volunteering and participating in activities at St John the Evangelist Moulsham. I understand that every care will be taken to ensure the health, safety and welfare of my child. I realise and accept that in the event of my child’s behaviour adversely affecting the health and safety of others, the organisers reserve the right to return my child home.

Signed by the parent/carer: **Dated:**

If you have a query about how your personal data is used at St John’s, please contact the Data Protection Coordinator, Anne Ireland. Consent may be withdrawn at any time by contacting enquiries@stjohnmoulsham.org.uk

**Appendix 6:
Volunteer Registration and Consent Form
for Vulnerable Adults Volunteering on Placement at St John's**

Name of volunteer: Date of birth:

Home address:

Mobile no:

Email address:

Organisation responsible for the volunteer's placement

Name & address of placing organisation:

Emergency contact details for the placing organisation:

Medical and communication information about the volunteer

Are there any medical conditions (eg allergies, epilepsy, asthma, diabetes, travel sickness etc) which we should be aware of? If yes, please detail:

Please give details of any special dietary needs we should be aware of (eg food allergies):

Please give details of any particular communication needs we should be aware of:

Emergency contact for the volunteer:

Name: Relationship:

Emergency tel number/s:

Purpose of the placement

Please detail below the overall aim and any specific skills or experiences or skills hoped for through this placement:

Agreement to volunteering placement

I agree to a volunteering placement at St John the Evangelist Moulsham. I understand that a trained member of the placing organisation will supervise me/the volunteer at all times and will be responsible for ensuring that every care is taken to ensure my/their health, safety and welfare . I realise and accept that in the event of my/the volunteer's behaviour adversely affecting the health and safety of others, the organisers reserve the right to ask the placing organisation to ensure that they leave the premises.

Signatures:

The volunteer: Dated:

The parent/carer: Dated:

Placing organisation's commitment

Whenever this volunteer is at St John's on placement, they will be accompanied by a member of the placement organisation's staff whose safeguarding training is up to date, who will be responsible for them, their health, safety and wellbeing whilst on site, and will have read St John's Safeguarding Policy and Guidelines (<https://www.stjohnsmoulsham.org.uk/index.php/policy-library/>)

Signed by: Dated:

Name (printed) Role:

Personal data

Data collected on this form will be stored securely and used for the purpose of ensuring the person's safety and wellbeing whilst volunteering at St John's church.

I hereby consent to St John the Evangelist Moulsham processing my personal data for the purposes set out above.

Signed by the volunteer: Dated:

Signed by the parent/carer/guardian: Dated:

If you have a query about how your personal data is used at St John's, please contact the Data Protection Coordinator, William May. Consent may be withdrawn at any time by contacting enquiries@stjohnmoulsham.org.uk