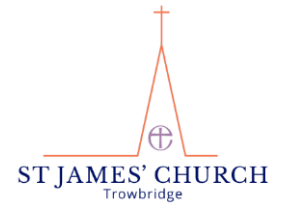


Trowbridge St James'

Safer Recruitment Checklist for Volunteers



This checklist implements the Safer Recruitment Practice Guidance for the recruitment of volunteers to roles in St James' church (paid employees are treated separately). It applies to all new appointments made on or after 1 April 2018. It is based on Appendix 1 the Church of England "Practice Guidance: Safer Recruitment" (Version: July 2016)

Note: Training for appointers is provided by, or on behalf of, the Parish Safeguarding Representative (PSR).

1. **Responsibility for appointment of volunteers is delegated by the PCC.** Categories to whom this checklist applies, and the person responsible for the appointment (the "appointer") are:
 - a. Any work with children or young people (except Open the Book and Tea-time Church volunteers): Children's and Families' Worker
 - b. Open the Book and Tea-time Church volunteers: Rector
 - c. LPAs and LWLs: Rector
 - d. Choirmaster: Rector
 - e. Bell Tower Captain: Rector
 - f. Church Orchestra Leader: Rector
 - g. Prayer Ministry Team Leader: Rector
 - h. Homegroup Leaders: Rector
2. **Policy for recruitment of ex-offenders:** DBS model policy endorsed by the CofE will be followed.
3. **Safeguarding policies** are in place, approved by the PCC. They can be found in the file in the Rector's Vestry. Refer to these as necessary.
4. **Role description.** The appointer must prepare a written role description. Clear and simple is better than long and detailed. The description must make it clear whether or not a criminal records check will be required, and if so at what level (the PSR can advise).
5. **Application form and references.** The proposed appointee must submit a completed **application form** to the appointer who must take up the **references** offered on the application form.
6. **Confidential declaration.** The proposed appointee must submit a **completed declaration** to the appointer. (Q1 and Q2 only in the case of roles where no DBS check is required (the PSR can advise)
7. **Interview.** The appointer must arrange a face to face **interview** or discussion (in most cases, an informal chat) with the proposed appointee.
8. **Approval.** The appointer must ensure that any checks (including DBS check where appropriate – the PSR will advise) are completed satisfactorily before the appointment is confirmed. A **letter of appointment** can be given, which will include an outline of the role, a copy of the Church's Statement of Safeguarding principles, and a note on "**What to do if...**" (...you have concerns about possible abuse or allegations)
9. **Supervision and review.** The appointer is responsible for ensuring that the appointee is inducted, trained as necessary, and supervised and supported in post.

For LPA and LWL recruitment the process will start with an informal discussion around the role description which would provide the discernment for ministry and opportunity for the candidate to withdraw at that point. If there is mutual agreement to proceed, then the formal process continues with an application form, references and confidential declaration. The Stage 7 interview is a formal one to discuss what the application form and references have revealed. Assuming the appointment is to be made, the next step in the process is obtaining DBS clearance (enhanced or not), and then a letter of appointment (along with the guidance notes).

A recruitment pack will be available containing:

- a. **Application Form** (to be simplified version of Appendix 3 of the Practice Guidance)
- b. **Reference form** (to be simplified version of Appendix 4 of the Practice Guidance)
- c. **Confidential Declaration** (as in Appendix 5 of the Practice Guidance)
- d. **Model interview structure** (to be simplified version of Appendix 6 of the Practice Guidance)
- e. **Letter of appointment** (to be based on Appendix 9 of the Practice Guidance)
- f. **"What to do if..."** (as in Appendix 11 of the Practice Guidance)

RC 17.12.2017 v4 updated 13.3.2018 to reflect LPA and LWL recruitment.

Approved PCC 27.07.2020

Approved PCC 18 May 2021

Reviewed by PCC 17.05.2022

Reviewed and amended by PCC 09.05.23