

Parish of Hazlemere: Safer Recruitment Policy

1. PURPOSE

- 1.1. The Safer Recruitment Policy will be adhered to when recruiting staff and volunteers and referred to whenever there is a concern regarding safer recruitment
- 1.2. To detail the responsibilities of the PCC, its representatives and those working under its auspices

2. SCOPE

- 2.1. All Hazlemere Church:
 - 2.1.1. PCC employees
 - 2.1.2. Volunteers

3. POLICY STATEMENT

- 3.1. This Parish is committed to the recognition of each person's skills, experience and qualifications. We shall attempt to ensure that these are fully considered in the recruitment and appointment of paid staff and volunteers.
- 3.2. We will follow the procedure set out in 11 Step Procedure for Safer Recruitment (Appendix 1)
- 3.3. We shall assess all positions (whether for paid staff or volunteers) in order to determine whether a check is required from the Disclosure and Barring Service and, if so, at what level. For those positions requiring a Disclosure, we shall indicate in any advertisement (or other information about the position) the level of check and make clear that any offer of position will be subject to the receipt of satisfactory information from the DBS.
- 3.4. Where a position involves a DBS check, we shall encourage all applicants invited to an interview to provide details of any criminal record before the interview.
- 3.5. We shall obtain DBS checks for volunteers through an appropriate registered body and shall advise the Diocese which registered body we use.

- 3.6. If the Diocese advises that a DBS check contains information relevant to the position, we shall work with Diocesan staff to assess the risks and agree a course of action.
- 3.7. We shall follow Diocesan guidance on the renewal of applications for DBS checks.
- 3.8. We shall ensure that DBS check information is passed only to those entitled to receive it.
- 3.9. We are committed to the fair and sensitive use of DBS check information. We shall refer to the Diocese any complaints about the DBS check process or the accuracy of DBS check information so that appropriate action can be taken; this may involve the use of the formal complaints procedure.
- 3.10. In dealing with all matters relating to Disclosure, we shall comply with the Disclosure and Barring Service's Code of Practice. We shall also comply with Diocesan policies and follow Diocesan procedures and guidance.

4. RESPONSIBILITY FOR THE POLICY

- 4.1. The PCC has overall responsibility for ensuring this policy complies with the PCC's legal and ethical obligations, and that all those under the PCC's control comply with it.
- 4.2. The Safeguarding Subcommittee and Operations Team has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in safer recruitment.
- 4.3. Leaders at all levels are responsible for ensuring that those reporting to them understand and comply with this policy and are given any required training.

5. COMMUNICATION AND AWARENESS OF POLICY

- 5.1. Training on this policy will be given where needed.
- 5.2. Our approach to safer recruitment must be communicated to all those involved in the recruitment of volunteers and paid staff and reinforced as appropriate thereafter.

6. IMPLEMENTATION, MONITORING AND REVIEW

- 6.1. This Policy will be adhered to by the PCC when recruiting its paid staff and volunteers.

6.2. The Policy will be reviewed and monitored in accordance with the Policy Management Spreadsheet.

Frequency of Review: Annual

PCC Lead / Champion: Parish Safeguarding Representative (Brian Eckheart)

PCC Nominated Subgroup: Safeguarding Subcommittee

Lead Manager (member of staff): Helen Carmody

Authors: Helen Carmody and Alison Tuddenham

Next review date: See Policy Control Spreadsheet

Failure to adhere this policy may result in disciplinary action being taken.

A handwritten signature in black ink, appearing to be 'Ami'.

20/6/22

