



11. Recruitment Policy

Recruitment of Salaried Workers

As a church, we are committed to safer recruitment practices. The PCC of All Saints' Church, Dedworth seldom appoints salaried workers. When doing so the following procedure will be followed:

1. A clear role profile, person specification and application form will be developed.
2. All applicants will be expected to complete an application form.
3. When advertising a role, it will be made clear that any appointment is subject to a DBS check and an applicant's UK residency status and/ or right to work in the UK.
4. Applicants will be asked for the names of two referees, unless they are well known members of the congregation.
5. Should shortlisting of applicants be necessary, this will be carried out jointly, by the incumbent, at least one member of the PCC and the group leader directly overseeing the role being recruited for.
6. Interviews will also be carried out by the above.
7. A Self Disclosure Form and an enhanced Disclosure and Barring Service (DBS) check must be completed satisfactorily before the appointed person starts in their role and references will be obtained.
8. If someone has either never lived in the UK or has spent a period of time overseas (i.e. lived abroad), they will be asked to obtain criminality information from the country where he/she was resident.
9. Appointments will be subject to an Occupational Health Check.
10. Before taking up a role, a Contract of Employment will be drawn up and issued to the appointee, outlining their role, hours of working and salary. This contract will contain a clause committing the appointee to follow our church Safeguarding Policies and to take up safeguarding training opportunities appropriate to their role.
11. Permanent appointments will be subject to a satisfactory probationary period of 6 months.
12. Performance reviews will be carried out by the incumbent.



Recruitment of Casual Labour and Volunteers

1. It is most likely that appointments will be made from among the congregation and that candidates will be well known, prior to their expression of interest in a role. When this is the case, appointments may be agreed by the PCC on the basis of personal recommendations from members of the congregation. Should this not be the case, applicants will be asked for the names of two referees and references will be obtained prior to appointment.
2. An informal interview will be held by the group leader supervising the role, and a Church Warden / Incumbent. Expectations and responsibilities will be discussed and a clear role description agreed.
- 3 For leadership roles, the PCC will formulate a clear role description and interviews will be held by the Incumbent, Church Warden and another PCC member.
- 4 All appointments will be formally agreed by the PCC.
- 5 Appointments will be made for an agreed period of time. This can be extended but helps set expectations for all parties.
- 6 Performance reviews will be at the discretion of the incumbent.
- 7 Before taking up their role, if this is as position bestowing trust and respect, volunteers will be required to complete a Self-Disclosure form and to obtain a satisfactory DBS check, unless they are underage and /or helpers always working in the presence of their group leader.
- 8 If someone has either never lived in the UK or has spent a period of time overseas (i.e. lived abroad), they will be asked to obtain criminality information from the country where he/she was resident.
- 9 Before taking up their role, a volunteer will be referred to a copy of our Parish Safeguarding Handbook and give their agreement to follow our church Safeguarding Policies and to take up safeguarding training opportunities appropriate to their role.



Procedure for Obtaining a Disclosure and Barring Service (DBS) Criminal Records Check

- It is the responsibility of recruits to positions of trust and respect, both paid and voluntary, to obtain their own DBS check before taking up their role.
- It is the responsibility of their group leader to inform a recruit that a DBS check is necessary and to provide the recruit with the contact details of DBS Verifier for All Saints' Church, Dedworth.
- The recruit should contact the DBS Verifier by email for instructions.
- The DBS Verifier will inform the recruit of the documents they need to submit to him in order to process their check.
- Recruits will normally be expected to pay for their own DBS check. Payment by the church for a DBS check will be at the discretion of the incumbent and treasurer.
- Once a positive DBS check has been received, the recruit may take up their role.
- It is a legal requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate against them because of a conviction or any other information revealed. (The Code of Practice, Section 122 of the Police Act 1997). However, it is a criminal offence for anyone disqualified from working with children, or adults at risk, to knowingly apply, accept, or offer to work with children, or adults at risk. (The Criminal Justice and Court Services Act 2000)
- Should Self Disclosure or a DBS check reveal a criminal record, when assessing an applicant's suitability for a position bestowing trust and respect, All Saints' Church, Dedworth will comply with the Code of Practice (Police Act 1997) and undertakes to treat all recruits fairly. This church will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about and will not discriminate unfairly on the basis of other convictions or information revealed. Confidentiality will be kept on a 'need to know' basis.
- Should a DBS check be negative, the DBS Verifier will keep tight confidentiality and inform only the Incumbent and Parish Safeguarding Officer, who will then seek the advice of the Diocesan Safeguarding Officer on how to proceed.
- Our DBS Verifier will keep an up to date record of DBS Checks and remind church workers and volunteers when it is time to renew their checks.



Church of England Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules¹? (Include both 'spent'² and 'unspent' convictions). **YES / NO**
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules³? **YES / NO**

¹ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

² Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

³ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**



Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare 'unspent' and 'unfiltered' convictions / cautions etc.

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct? **YES / NO**
4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? **YES / NO**
5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you⁴? **YES / NO**
6. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm? **YES / NO**

Note: Make any statement you wish regarding any incident you wish to declare

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? **YES / NO**
8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? **YES/NO**

⁴ 'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse



11. Recruitment

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? **YES / NO**
10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules⁵; or is that person at present the subject of a criminal investigation/pending prosecution? **YES/NO/Not Applicable**
- If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

*Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy).*

⁶

Note: All these matters shall be checked with the relevant authorities

⁵ See footnotes 1 and 3 above

⁶ <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>



Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

After I have been appointed, I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult’s Social Care) investigation.

Signed

.....

Full Name

.....

Date of Birth

Address

.....

Date

Please return the completed form to

.....

Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.