



Woodbridge Group of Churches

Safer recruitment – policy and procedures

I. Introduction

This policy is derived from, and takes account of, the latest versions of the Bristol Diocese Safeguarding Policies, to be found on the Bristol Diocese website, at www.bristol.anglican.org.

The Woodbridge Group of Churches is committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities.

PCCs will support the Safeguarding Officers in carefully selecting, training and supporting all those, whether paid or unpaid, who have any responsibility within the Church, in line with the Safer Recruitment procedures outlined in this document.

This means that Safeguarding Officers will:

- Monitor adherence to the following safer recruitment procedures and review them regularly.
- Ensure training on safer recruitment practice guidance.

And this means that PCCs will:

- Take all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility or authority where they are trusted by others.
- Ensure that recruitment and selection processes are inclusive, fair, consistent and transparent.

Prepared 2 January 2017 by Heather Lee, Safeguarding Officer and reviewed every year.

Last revision: 4 March 2019 by H Lee, Safeguarding Officer and Lead Recruiter

Main changes: (1) addition of reference to Diocese (Introduction)

- Adhere to safer recruitment legislation, guidance and standards, and respond to changing understandings of safer recruitment practice.

2. Procedures

During the recruitment process, PCCs will adhere to the following procedures:

- ▲ The PCC is responsible for appointments.
- ▲ Recruitment adverts or details of the post will affirm that recruitment is carried out in line with safer recruitment practices.
- ▲ All posts, whether paid or voluntary, have job descriptions and person specifications attached to them, which include DBS requirements.
- ▲ Wherever possible, an application form will be used to assess a person's suitability for the role, and for short-listing, rather than a CV.
- ▲ An interview will be conducted with the applicant(s) whenever possible. When this isn't appropriate and/or possible, then a discussion with pre-planned questions will be conducted by a member of the PCC or their appointee.
- ▲ Interview questions are based on job descriptions and person specifications
- ▲ All interviews are carried out in accordance with Equal Opportunities principles and good practice
- ▲ References are always taken up before a formal offer of a position is made.

Adopted by PCC at a meeting of the PCC held on (date)

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(signed) (dated)