



Safer Recruitment Process

Create role descriptions for every post – paid and unpaid

Rector/Wardens/Fledgings Lead to send details to PSO (Sarah) of someone who has to be Safely Recruited.
(Applicant should by this time have a Role Description).

PSO sends the applicant

1. Safer Recruitment Application Form which they fill in and return to PSO
2. Volunteer Agreement Form for them to fill in and return to PSO.
3. Confidential Declaration Form. If they don't need a DBS - just fill in the first two questions otherwise the whole form.

NB Referees – good practice that only one from electoral roll, other from outside church setting – (mostly character references unless skilled post ie Treasurer)

Interview/Chat with applicant by at least 2 people

Once forms are returned:

1. Apply for DBS as required (DBS Validator - Sarah)
2. PSO writes to the two referees attaching the Reference Request Form for them to fill in. This form should be returned to the Rector.
3. If all is well Rector sends this on to PSO for attaching to the person's original paperwork
4. Paperwork passed to Parish Administrator (Sarah) to file securely in office.

Once DBS and References returned

1. Review forms, DBS and references: Rector, PSO and Recruiter
2. PSO confirms with the Applicant, and Recruiter that the Applicant has been safely recruited.
3. Ask Applicant to complete induction training required for role including Safeguarding Training as per Diocese matrix (see Volunteer Agreement)

Once Training completed

1. Applicant can start in post (Specify probation period?)
2. Arrange Review/Supervision as required
3. Retain all records as appropriate