

Policy Number 5.

Benefice of Inkberrow with Cookhill and Kington with Dormston

A POLICY FOR GOOD PRACTICE IN SAFER RECRUITING

Agreed Policy

A Checklist for those appointing new 'Workers' in the ministry of the church

(to be used in conjunction with the *Churches' Safer Recruiting Guidelines* – available at www.cofe-worcester.org.uk; hard copies in Benefice Policy Folder.

1. The Role of the Worker must be clearly established. Best practice is to provide a brief written Role Outline (description), with responsibilities and line manager indicated.
2. A decision as to where in the Criminal Record Check Eligibility Circles this role falls (see Safer Recruiting, p8). This decision may need to be made in consultation with the Safeguarding Officer and/or the clergy. If a DBS clearance is required, this must be made known to the applicant in the role description and in any advertisement for the post.
3. Where the role is eligible for a DBS check, the Safeguarding Officer [the Bishop's safeguarding representative for the benefice – currently Melanie Hart] is given the volunteer's contact details, plus the name/nature of the role, and is asked to action the required checks.
4. Where appropriate and necessary, the Appointer may arrange for an interview (formal or otherwise) with the applicant. References may also be sought as part of the discernment process in relation to the applicant's suitability for the appointment.
5. The Safeguarding Officer will communicate with the Appointer regarding the outcome of the DBS risk assessment received from the 'Registered Body' (ie the Diocese of Worcester, c/o Liz Toone). Assuming that the applicant is thus cleared to undertake the role in question, the Appointer then ensures that the applicant knows that their appointment is confirmed.
6. The Safeguarding Officer will ensure that the Worker undertakes any diocesan training required within the appropriate time-frame.

7. Any appropriate training and/or mentoring is arranged as necessary. As a minimum, the Worker must read the following documents, and confirm that they have done so.

- The PCC's policies on safeguarding and disclosure
- *All God's Children* [if the role involves children and young people]

8. The Worker must also declare that they know who they must contact with any safeguarding concern that may arise.

9. The Appointer ensures that a record of the appointment process is kept. The checklist attached is suggested.

SAFER RECRUITING – CHECKLIST FORM

Appointers should complete and retain one of these forms for each new recruit. One copy of completed form to be given to Safe guarder

Name of Worker:

Title / Role of Worker:

Name of Worker's Supervisor / Line Manager:

Recruitment Stage	Decision/Outcome	Noted/Comments	Date
1. Define role of Worker			
2. Criminal Record Check Eligibility for Role			
3. Safeguarding Officer actions DBS check			
4a. Appointer arranges interview with worker			
4b. Appointer seeks reference(s) for worker			
5. DBS check & risk assessment returned 'clear' and outcome communicated with worker			
6a. Diocesan training required? Safeguarding Officer informs worker and training is booked			
6b. Diocesan training is completed			
7a. PCC Safeguarding Policies and other necessary documents read and understood by worker			
8. Worker declares that they know who to contact in the case of a safeguarding concern			
9. Recruitment process completed			

Name of Appointer:

Signature on completion: