High Downs Parish

Within the Benefice of Kingsdown, Creekside and High Downs

Policy Statement



Safer Recruitment and People Management

Policy and Procedure for Safer Recruitment and People Management

The PCC has adopted the guidance of the church of England house of Bishops.

At High Downs Parish we will endeavour to uphold and maintain the practice of safe recruitment and people management; we will follow the guidelines on all occasions and the further guidance as required. The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

Safer Recruitment and People Management

The guidelines can be found on the church of England safeguarding webpages which is summarised in this policy document.

The Parish Safeguarding Officer (PSO) or relevant person will follow the CofE Guidelines, which can be found on the CofE website.

St. Mary, Eastling

St. Mary, Stalisfield

St. Michael and All Angels, Throwley

Approved by the High Downs PCC Meeing of 22nd September 2025

Signed by the PCC Chair:.....

Date: 22nd September 2025

Review Date: July 2026

Kingsdown, Creekside and High Downs Benefice

Safer Recruitment and People Management

Table of Contents

Introduction and Guidance

The Code of Safer Working Practice

Training Requirements

Section 1 - Responsibilities

Section 2 - Role Description and Person Specification

Section 3 - Advertising a Role

Section 4 - Application Process

Section 5 - Confidentiality Declaration

Section 6 - Shortlisting

Section 7 - Interviews and Assessment

Section 8 - Pre-appointment Checks

Section 9 - Disclosure and Barring Service (DBS) Checks

Section 10 - Criminal Records

Section 11 - Appointments

Section 12 - Induction

Section 13 - Probation/Settling in Period

Section 14 - Ongoing Support, Accountability and Supervision

Section 15 - Learning and Development

Section 16 - Record Keeping







The Code of Safer Working Practice

The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

Upholding the Code

All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

All those working on behalf of the parish with children, young people and adults must:

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

In addition, those working with children and young people must:

- Always aim to work with or within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults must not:

- Use any form of physical punishment;
- Be sexually suggestive about or to an individual;
- Scapegoat, ridicule or reject an individual or group;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any one individual or group;
- Allow an individual to involve them in excessive attention seeking;
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person;
- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- Befriend children, young people and adults who may be vulnerable on social media;
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

In addition, for children and young people, must not:

- Give lifts to children you are supervising, on their own or your own (unless there are
 exceptional circumstances e.g. in an emergency for medical reasons or where parents
 fail to collect a child and no other arrangements can be made to take a child home. In
 such situations, the circumstances and your decision must be recorded and shared
 with an appropriate person at the earliest opportunity);
- Smoke or drink alcohol in the presence of children and young people, except when this
 is a social situation with family members/carers present, eg a parish party¹
- Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

Acceptable Touch

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below:

- Ask permission before you touch someone;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention);
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive;

¹ For the avoidance of doubt this document does not apply to church services, including Holy Communion.

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
- Touch should be in response to a person's needs and not related to the worker's needs.
 Touch should be age appropriate, welcome and generally initiated by the child, not the worker.

High Downs Parish Safer Recruitment and People Management Introduction and Guidance

A key way of protecting children and adults from harm is to ensure the careful recruitment of those working with them. The House of Bishops' Safeguarding Policy states, 'The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church'.

The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. Often the responsibility is delegated to the incumbent. At least two individuals (who could include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential.

1. Job/role description

Construct a clear and accurate job description and person specification, or for an unpaid role, a role outline, who set out what tasks and responsibilities the applicant will undertake, and the skills and experience required. This will include what level of DBS check is required.

2. Advertise

Advertise unpaid roles within parish notices and paid roles more widely.

3. Application form

Ask all applicants to complete an application form for all paid roles (a Curriculum Vitae may be used for voluntary roles but an application form is good practice and is recommended). Always ask for, take up and check two references.

4. Confidential Declaration Form Ask all applicants to complete a Confidential Declaration Form.	
6 Shortlist (paid posts) Shortlist, carefully examining the application forms. Identify any gaps in employment/personal history and ensure those shortlisted meet the requirements of the person specification.	
Shortlist (unpaid posts) Review any interest from volunteers and assess suitability against requirements.	
6. Interview Have a face-to-face interview (or informal discussion if unpaid) with pre-planned and clear questions to assess applicants' suitability for the role. Seek explanations for gaps in employment/personal history. It may also be appropriate to ask the individual to complete a test or presentation if applicable. Check identification and the Confidential Declaration Form (CDF).	
7. Offer the role Decide whom to offer the role to. This decision will be made by the interviewing panel. This is subject to completion of all checks to the satisfaction of the PCC. No role can commence until satisfactory checks have been completed.	
8. Checks Once the applicant has been offered the role, subject to satisfactory checks, ask the applicant to complete an enhanced Disclosure and Barring Service (DBS)	

check application²⁶ (online or paper depending on the diocese's process). Any blemished DBS checks or information of concern on the CDF must be risk assessed by the DSA. Always check the applicants' two references. Please note if someone has either never lived in the UK or spent a period of time overseas (i.e. lived abroad), the person making the appointment should request an additional check and ask the applicant to obtain criminality information from the country where he/she was resident²⁷. It is also recommended to undertake an occupational health check for paid roles where possible.

9. Appoint

Once all checks are satisfactory and support the interview decision, the person can be formally appointed. It is recommended to add an end date to unpaid roles. This can always be extended but helps set expectations for both parties.

10. Probation period

Have a period of probation²⁸ for any paid role (or a settling-in period for unpaid) and review throughout, as well as at the end of this period.

11. Induct, train and support

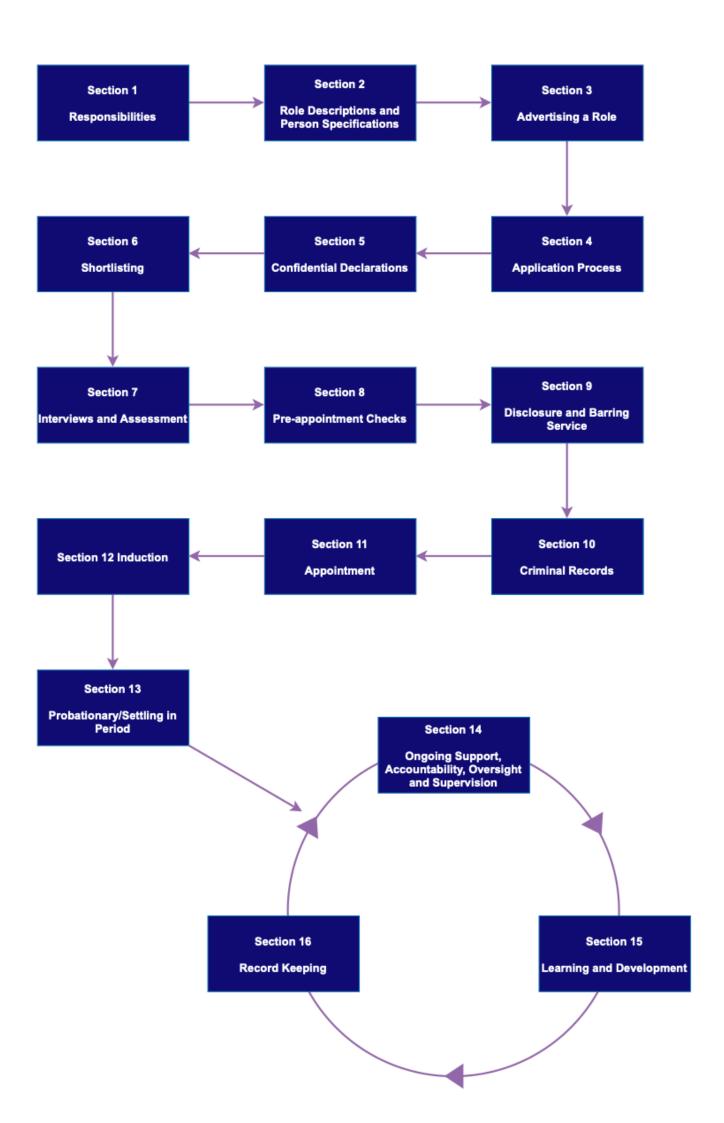
Induct new unpaid and paid workers. This should include expectations in relation to behaviour (a Code of Conduct²⁹). Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training (see section 6).

Safeguarding Training

The House of Bishops' Safeguarding Policy states that the Church 'will train and equip church officers to have the confidence and skills they need to care for and support children, young people and vulnerable adults and to recognise and respond to abuse.'

The Training and Development Framework 2019 outlines the core safeguarding training that is available from dioceses.

Basic Awareness	Recommended for anyone who needs a basic level of awareness of safeguarding.
Foundation	Required for anyone who has safeguarding responsibilities/contact with children and/or vulnerable adults.
Leadership	Required for anyone who has safeguarding leadership responsibilities/is leading activities involving children and/or vulnerable adults.
Senior Staff	Senior staff who have key roles in safeguarding policy, strategy and practice.





Section 2 - Role Descriptions and Person Specifications

5 minutes read Last updated: 15 July 2021

Version: 1

Requirements

- 2.1 All roles that fall within the scope of this guidance must have a written role description and person specification 1
- 2.2 Role descriptions must make any safeguarding aspects clear and refer to the Church body's commitment to protecting children, young people and vulnerable adults.

¹Parochial clergy office holders may be the exception to this as there is no legal requirement for a role description and the legal requirements of their role are as set out in the Canons and other legislation. Clergy office holders are not required to work to a role description. At the time of the appointment, the parish is required to produce a statement of needs, but this is not legally binding on the office holder once appointed. The patron (for incumbent appointments), PCC and Bishop may agree a role description and person specification before the post is advertised, but again this is not legally binding once the appointment has been made.



Section 3 - Advertising a Role

6 minutes read Last updated: 15 July 2021

Version: 1

- 3.1 All advertisements/notices for roles that fall within the scope of this guidance must include the following details, or clearly indicate where they can be found (e.g. Church body's noticeboard or website):
 - A statement which confirms the Church body's commitment to safeguarding and safer recruitment.
 - The essential elements of the person specification required for the role.
 - The pre-appointment checks that are required for the role.
- 3.2 A 'Personal Approach' to engage applicants must only be used where it can be evidenced that there are no other viable options available. Where it is used, this guidance must still be applied.



Section 4 - Application Process

4 minutes read Last updated: 15 July 2021

Version: 1

- 4.1 When applying for a post that falls within the scope of this guidance, all applicants must be given access to the following information:
 - The Church body's:
 - o Statement of its commitment to ensuring the safety and wellbeing of children, young people and vulnerable adults
 - Safeguarding Policy
 - Safer Recruitment Policy
 - Whistleblowing Policy
 - Recruitment of Ex-Offenders Policy¹
 - The role description and person specification
 - The selection procedure for the post
 - A privacy notice detailing how the applicant's personal data will be processed during the recruitment process.
- 4.2 A standardised application form must be used for recruitment to all posts that fall within the scope of this policy. CVs must not be accepted on their own.
- 4.3 **All** application forms must ask for:
 - Personal details including current names, former names, date of birth and contact details (home address, email address, telephone number).
 - Qualifications, where appropriate/required.
 - A personal statement addressing the criteria set out in the person specification, including details of the skills and attributes the applicant believes they bring to the role.
 - A separate Confidential Declaration form (see Section 5: Confidential Declarations).

- Request for details of appropriate referees (see <u>Section 8: Pre-appointment</u> checks).
- A declaration that all information provided on the application form is "true & complete".

4.4 Application forms for **volunteer roles** must ask for:

- Full history and description of work with children, young people and/or vulnerable adults, whether paid or voluntary, with dates, and, where applicable, an explanation of any gaps.
- Full history and description of church involvement where it includes work with children, young people and/or vulnerable adults, with dates and, where applicable, an explanation of any gaps.

4.5 Application forms for **paid roles** must ask for:

- Present (or most recent) employment and reason for leaving.
- Full history since leaving school education, employment and any voluntary work, as well as an explanation of any gaps.

¹This document is only necessary if the Church body is a Registered Body or is in receipt of DBS Update Service information. A registered body is an organisation that has registered with the DBS to submit standard and enhanced checks and is entitled by law to ask an individual to reveal their full criminal history.



Section 5 - Confidential Declarations

6 minutes read Last updated: 14 March 2023

Version: 1

- 5.1 A Church of England Confidential Declaration form must be completed by all applicants for positions engaging in regulated activity or otherwise working/having substantial contact with children, young people or vulnerable adults which requires an enhanced (with/without barred list) DBS check.
- 5.2 All recruitment documentation must detail the Confidential Declaration requirement for that particular role and the basis on which that requirement is made, so that the applicant is aware from the outset.
- 5.3 If an applicant does not want to complete a Confidential Declaration form then the application process must be terminated.
- 5.4 The Confidential Declaration form must only be viewed by those who need to see it as part of the recruitment & selection process.

 Church bodies must have an appropriate policy in place to ensure information is reviewed and retained appropriately, in line with current data protection legislation.



Section 6 - Shortlisting Applicants

2 minutes read Last updated: 15 July 2021

Version: 1

- 6.1 Shortlisting must be conducted by the person responsible for the appointment (see <u>Section 1: Responsibilities</u>) and at least one other person.
- 6.2 Applicants must be shortlisted for interview based on the evidence provided in their application form and usually only those who meet all the essential criteria as defined on the person specification must be shortlisted (even where there is only one applicant).
- 6.3 Application forms must be properly scrutinised and any gaps or queries (e.g. in employment/education/church/volunteering history etc) must be highlighted and marked for further exploration if the applicant is shortlisted and invited to interview.



Section 7 - Interviews and Assessment

4 minutes read Last updated: 15 July 2021

Version: 1

- 7.1 All posts falling within the scope of this guidance require an interview of shortlisted candidates (even where there is only one applicant).
- 7.2 Interviews must be held face to face. Exceptions to this would be an applicant from outside the UK whose initial interview may be conducted virtually or where Government/Legal restrictions have been introduced e.g. due to a national emergency such as COVID19.
- 7.3 Interviews must be held with a panel of a least two, one of whom must have attended safer recruitment training within the last three years, be competent in interviewing and possess the appropriate expertise to assess the candidate's competence in the role. Wherever possible, interview panel members must not be closely related to the candidate. If this is unavoidable, the conflict of interest must be declared, and arrangements must be made for an additional person to be present.
- 7.4 All senior safeguarding roles (e.g. Diocesan Safeguarding Adviser, Cathedral Safeguarding Adviser) or other **employed** roles where there is a clear designation and responsibility for safeguarding must include a member of the National Safeguarding Team on the panel.
- 7.5 Interviews must explore issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults through a combination of questions that encompass the Church body's values and expected behaviours, with questions that focus on establishing skills, knowledge, qualifications & previous experience.
- 7.6 Any gaps, anomalies or discrepancies that have been identified in the application form during the shortlisting process must be discussed with the candidate during the interview and a satisfactory explanation provided. A note of these discussions must be made on the interview paperwork.



Section 8 - Pre-appointment Checks

8 minutes read Last updated: 03 September 2021

Version: 1

- 8.1 All appointments to posts that fall within the scope of this guidance must be subject to the completion of satisfactory pre-appointment checks and procedures, as outlined in this section.
- 8.2 All pre-appointment checks must be:
 - Confirmed in writing
 - Scrutinised to ensure authenticity
 - Documented and recorded
 - Followed up if they are unsatisfactory or if there are any discrepancies in the information received.
- 8.3 Proof of identity
 - All applicants must be able to provide proof of identity.
- 8.4 References
 - For **all** roles:
 - A minimum of two written references must be obtained
 - Referees must be over 18 and not be family members or relatives
 - o 'Self-supplied', 'to whom it may concern' and verbal references must not be accepted.
 - For volunteers:
 - At least one of the references must be from outside of the current Church body

- At least one of the references must comment on the applicant's ability to work with the group with whom he/she will be volunteering.
- If the applicant is currently working/volunteering with children, young people or vulnerable adults, or has done within the past two years, then a reference must be sought from that organisation
- o If the applicant has come to the Church body from another Church body within the past two years, a reference must be sought from that previous Church body.

• For **employees**:

- At least one of the references must be from the applicant's current/most recent employer and/or voluntary position
- A minimum referencing period of two years must be applied. This means that it may be necessary to request more than two references depending on the applicant's work history.

8.5 DBS

- If a DBS check is required for the role, an application at the appropriate level for the role must be made
- If an applicant does not want to complete a Confidential Declaration form or allow the results of his/her DBS check to be seen, then the application must be terminated.

8.6 Overseas Criminal Record Checks

- If a DBS is required for the role and the applicant has lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years, an overseas criminal records check must also be carried out, either via a third party provider or by the applicant requesting a Certificate of Good Character from the relevant embassy(ies)
- If the appropriate documentation cannot be obtained from an embassy, the applicant must provide evidence of their attempt to obtain a certificate.

8.7 Qualifications

• If applicable, applicants must be able to provide original proof of qualifications.

8.8 Professional Status

• If applicable, applicants must be able to provide original proof of professional status.

8.9 Health Information

- Where the nature of a role makes it reasonable to do so, applicants who are successful at interview must be asked to provide health information
- If there are any queries about an individual's health in relation to the post applied for, clarification of this must form part of the preappointment checks.



Section 9 - Disclosure and Barring Service (DBS)

10 minutes read Last updated: 11 March 2022

Version: 1

- 9.1 All posts that fall within the scope of this guidance must have a written role description (see Section 2: Role Descriptions and Person Specifications) which must define the nature of the activities involved and whether they make the role eligible for a DBS check and, if so, at what level.
- 9.2 All those who meet the criteria of Regulated Activity¹, including those on a rota, must have an enhanced DBS check (with/without a check of the barred list/s).
- 9.3 All those who manage or supervise roles that fall within the scope of this guidance and those in leadership roles, and meet the relevant Regulated Activity criteria, are required to have an enhanced DBS check (with/without a check of the barred list/s).
- 9.4 If an enhanced or enhanced with barred list/s DBS check is requested, Church bodies must ensure that the role meets the eligibility criteria for this and allows a DBS application to be submitted.
- 9.5 DBS certificates obtained in previous or other employment/volunteer positions must not be used unless the applicant is registered with the 'DBS Update Service' and the workforce and level of check detailed on his/her most recent DBS certificate meets the requirements for the role for which he/she is being considered.
- 9.6 The DBS update service must not be used for home-based positions² if there is anyone else aged 16 years and over living or working at the applicant's home address.
- 9.7 For all roles requiring an enhanced or enhanced with barred list DBS check, a re-check must be carried out every 3 years³, as a minimum.
- 9.8 Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place.

¹Further information on the definition of regulated activity can be found on the following pages:

- New disclosure and barring services GOV.UK
- Keeping children safe in education GOV.UK

²Defined by the DBS as "the individual carries out some or all their work with children or adults in their own home; **or** lives in the household of someone who is being or has been DBS checked because they carry out work with children (not adults) in their own home"

³Please note that this is a change from House of Bishop Guidance 2016, to bring the Church in line with good practice across the charity/not for profit sector.



Section 10 - Criminal Records

5 minutes read Last updated: 06 September 2023

Version: 1

Requirements

10.1 Church bodies must have a clear process for assessing and making decisions in respect of criminal record information.

10.2 The process for assessment and decision making must include clear agreement as to who is the appropriate point of contact for advice from within the safeguarding team relevant to the Church body e.g. Diocesan Safeguarding Adviser, Cathedral Safeguarding Adviser, Chief Operating Officer, Dean, Diocesan Registrar.



Section 11 - Appointment

2 minutes read Last updated: 15 July 2021

Version: 1

- 11.1 All appointments to posts that fall within the scope of this guidance must be subject to the completion of satisfactory pre-appointment checks and procedures (see Section 8: Pre-appointment Checks)
- 11.2 A start date must only be confirmed once all pre-appointment checks and actions are satisfactorily completed and verified
- 11.3 All **employees** must be issued with a Contract of Employment
- 11.4 All **volunteers** must be issued with a Volunteer Agreement
- 11.5 All those appointed must receive written statements of:
 - Policies and procedures in relation to safeguarding, including the identity and responsibilities of those within the Church body with designated safeguarding responsibilities
 - Safe practice and the standards of conduct and behaviour expected
 - Other relevant procedures/documentation e.g. whistleblowing, disciplinary procedures, privacy notice relevant to appointment.
- 11.6 All those appointed must sign a document to indicate that they have received, understood and agree to adhere to all the written statements identified at 11.5 above as well as the role description for their position.



Section 12 - Induction

3 minutes read Last updated: 15 July 2021

Version: 1

Requirements

12.1 All appointments to posts that fall within the scope of this guidance must undergo an induction process appropriate to the role being undertaken, whether paid or unpaid

12.2 Induction must include:

- Mandatory training and information about the Church body's safeguarding policies and procedures, including to whom to report concerns
- One to one meeting(s) with the individual to whom the inductee reports
- Expectations in the role, objectives (where appropriate) and arrangements for ongoing support.

12.3 The induction process must be evaluated and reviewed regularly as part of the continuous improvement of the safer people management cycle.



Section 13 - Probationary/Settling in Period

4 minutes read Last updated: 15 July 2021

Version: 1

- 13.1 A probationary/settling in period must be in place for all appointments to roles that fall within the scope of this guidance 1
- 13.2 During this period, regular meetings must be scheduled and prioritised between the responsible person and the individual and safeguarding (process, understanding and behaviours) must form a core part of these meetings.
- 13.3 Any safeguarding concerns must be thoroughly discussed and documented and appropriate next steps taken, including discussion with the Diocesan Safeguarding Advisor where necessary
- 13.4 For **employees,** their contract and/or employee handbook must detail the grounds on which the probation period can be extended or terminated, which must include failure to complete Safeguarding training, or failure to comply with the Safeguarding policy
- 13.5 The probationary/settling in period must include an element of direct observation of the individual by an appropriate member of the relevant team, in order to provide reassurance that he/she is demonstrating safe behaviour, maintaining appropriate boundaries, can spot causes of concern and knows when to report and who to.

¹This would not apply to clergy office holder roles or PTO where there is no probationary period.



Section 14 - Ongoing Support, Accountability, Oversight and Supervision

5 minutes read Last updated: 23 July 2021

Version: 1

Requirements

14.1 As part of finalising the probation/settling-in period, arrangements must be made for how ongoing support is to be carried out for all roles that fall within the scope of this guidance, which must include confirmation of the responsible person to whom the individual reports to

14.2 Regular meetings must continue to be scheduled between the responsible person (or someone to whom this task has been delegated) and the individual and safeguarding must form a core part of these ongoing meetings. For some roles, (eg DSAs) this will take the form of formal/professional supervision; for other roles, different terminology will be used (e.g. Ministerial Development Review)

14.3 Any safeguarding concerns must be thoroughly discussed and documented. These opportunities must also be used to develop the individual's safeguarding understanding and skills

14.4 If an individual already in post becomes involved in criminal activity, or other unacceptable behaviour¹, the individual must bring it to the immediate attention of the responsible person for their role (as identified at 1. above) in order that the information can be assessed for relevancy to the individual's role. The responsible person must report the disclosure to their own line manager or other appropriate person and the information dealt with as per the Church body's criminal record process (see Section 10: Criminal Records). This includes seeking advice from the appropriate point of contact from within the body's safeguarding team, as well as legal advice from the Diocesan Registrar (or equivalent)

14.5 If an individual already in post fails to disclose their involvement in criminal activity, or other unacceptable behaviour (see the footnote in the Requirements area of Section 13: Probationary/Settling in Period), then this must be addressed immediately by the responsible person for the role (as identified at 1. above), reported to their own line manager or other appropriate person and the information dealt with as per the Church body's criminal records process (see Section 10: Criminal Records), including seeking advice from the appropriate point of contact from within the body's safeguarding team, as well as legal advice from the Diocesan Registrar (or equivalent).

¹"Unacceptable behaviour" is defined as: including actions, words or physical gestures that could reasonably be seen as causing distress or discomfort to another person., e.g. bullying, harassment and/or victimisation. Any of the following listed below could be construed as examples of "unacceptable behaviour" - aggressive or abusive behaviour, e.g. shouting or insulting someone, spreading rumours or gossip designed to hurt someone, discrimination or harassment in particular when related to a protected characteristic under the Equality Act 2010, physical contact that is unwanted, offensive comments/jokes, publishing, circulating or displaying offensive material or pictures (could be violent or pornographic), isolating or deliberately excluding someone, persistent, continuous and unreasonable destructive criticism, unreasonable demands and impossible deadlines/targets and coercion, such as pressure to agree to a particular idea, - e.g. political or religious belief. Please also see <u>The Code of Safer Working Practice</u>.



Section 15 - Learning and Development

3 minutes read Last updated: 15 July 2021

Version: 1

- 15.1 Safeguarding learning is mandatory for all posts that fall within the scope of this guidance. Learning requirements will vary according to role and responsibility as set out in the Safeguarding Learning and Development Framework
- 15.2 All those involved in the recruitment, appointment and management/supervision of roles that fall within the scope of this guidance must undertake training on Safer Recruitment and People Management
- 15.3 Local case studies and examples must be added to safeguarding training wherever possible
- 15.4 Basic and Foundation (where required) safeguarding training must be completed during the probation period.
- 15.5 All those who manage or supervise roles that fall within the scope of this guidance must ensure and be able to evidence that all relevant training for themselves and those they manage/supervise has been undertaken
- 15.6 Safeguarding training programmes must be delivered in accordance with the requirements of the Safeguarding Learning and Development Framework.



Section 16 - Record Keeping

2 minutes read Last updated: 15 July 2021

Version: 1

Requirements

16.1 All Church bodies must maintain a record of pre-appointment checks for all individuals successfully appointed to roles that fall within the scope of this guidance

16.2 The information to be recorded for each individual must include (where relevant):

- Role details
- Personal details of the individual e.g. name, address, date of birth
- Proof of identity checks performed
- Evidence of qualifications
- The following details if a DBS/Barred List check at the appropriate level has been required:
 - The date of issue on the disclosure certificate
 - The name of the subject
 - The level of disclosure requested
 - The position for which the disclosure was requested
 - The unique reference number of the disclosure
 - The details of the recruitment decision taken.
- Checks carried out on individuals who have lived, worked or volunteered outside the UK (see 6. of Section 8: Pre-appointment Checks)
- If employed, the checks carried out to establish the individual's right to work in the UK
- Details of the written references requested, obtained and verified by telephone
- Details of the gaps in employment/education/volunteering history checked
- If relevant, details of registration with appropriate professional body

- If relevant, record of DBS Risk Assessment
- Record of interview questions and answers.

16.3 The record must include whether or not each pre-appointment check has been carried out, the date on which each check was completed, the evidence obtained and who carried out the check

16.4 Records should be signed and dated by the responsible person

16.5 Other records that must also be kept:

- Where relevant, annually reviewed safeguarding polices & procedures, signed off at the appropriate level
- Ongoing up to date employee and volunteer files, including DBS rechecks
- Safeguarding training completed and scheduled refreshers
- Incident and concern recording full chronology, signed, timed, dated etc.

Good practice advice

Why?

It is important that any church body can reassure itself, as well as others, that all appropriate checks and processes have been undertaken and are kept up to date for individuals who occupy roles involving contact with children, young people and vulnerable adults.

How?

Records should be set up at the start of an appointment. Some records may be stored at parish level, some at diocese level – either way, church bodies must ensure they have a clear process for what is stored where and associated responsibilities.

Whilst there are many software solutions for record keeping, a spreadsheet can be just as effective. The records should be used to track the items listed in the Policy Requirements.

Church bodies must have an appropriate policy in place to ensure information is retained and reviewed appropriately, in line with current data protection legislation and that all required privacy notices are in place.

Toolkit

■ Model Record Keeping template

This document is version 1 and was printed on 13 November 2024. The most up to date version of this policy can be found on the Church of England website: https://www.churchofengland.org/safeguarding

Source URL: https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-16

Section 2: Role Analysis, Role Descriptions and Person Specifications

Volunteer Role Description

Volunteer Role Description				
The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.				
The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.				
Name of church/body				
Role title				
Main purpose of the role				
What you will be doing				
When and where you will be doing it				
Disclosure & Barring Service (DBS) Requirements				
Who you will be responsible to				
Training requirements				
Support you will be given				
General information				
Created by:	Date:			

Section 2: Role Analysis, Role Descriptions and Person Specifications

Person Specification

Person Specification for VOLUNTEER ROLE						
This document describes the skills, experience and attributes that a person needs to carry out the above role.						
Criteria	Essential		Desirable			
Knowledge						
Skills						
Experience						
Personal Attributes	_					
Qualifications/Training						
Availability						
Other						
Created by:		Date:				

Section 4: Application Process

Volunteer Application Form

VOLUNTEER APPLICATION FORM					
1. Personal Info	rmation				
Title:	Forenam	e(s):	Sı	Surname:	
Known as:	1				
Any previous nan	nes by whi	ch you have been knowr	า:		
Date of Birth:					
Home Address:					
Postcode:					
Daytime Tel No:		Mobile Tel No:		Evening Tel No:	
Email Address:					
2. Education, Training & Qualifications Information Please give details of any relevant training and qualifications which you feel equip you to work with children, young people and/or vulnerable adults. Please include dates.					
3. Employment & Voluntary Work Experience Please provide a full history (with dates wherever possible) of any previous experience you may have of looking after and/or working with children, young people and/or vulnerable adults, whether paid or voluntary.					
people alla, or valide additio, who are para or voluntary.					
4. Church Involvement Please provide a full history (with dates wherever possible) of your church involvement (current and previous).					
5. Why do you want to volunteer? Please tell us why you wish to volunteer to work with children, young people and/or vulnerable adults and the skills & qualities you think you would bring to the role. Please also tell us about any skills or experience you hope to gain through this opportunity:					
6 Health Inform	ation				
6. Health Informa	ation				

Please provide information about any disability or health issue that we should be
aware of in order that we can identify what support or reasonable adjustments we
can provide for you to undertake volunteering duties safely.

7. References

At least 2 references will be sought using the information provided at sections 3 & 4 above. Please also provide details of personal referees here. Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.

Name:	Telephone No:			
Address (including postcode):	Email Address:			
In what capacity do you know this person	?			
Name:	Telephone No:			
Address (including postcode):	Email Address:			
In what capacity do you know this person	?			
8. Declaration				
I confirm that to the best of my knowledge the information I have provided on this				
form is correct and I accept that providing	deliberately false information could			
result in my termination of my role as a vo	lunteer.			
I understand that any offer of appointment	•			
satisfactory pre-appointment checks as w	ell as completion of a Confidential			
Declaration Form and satisfactory disclosure from the Disclosure and Barring				
Service at the appropriate level, where this is a requirement of the role as stated				
on the volunteer role description.				
I understand that if I am appointed to a vo				
period and that I will be expected to comp	lete a volunteer induction programme			
and undertake relevant safeguarding train	ing.			
Signed:	Print Name:			
Date:				



[Prior to use, the appointed Recruitment Officer should amend the highlighted fields and delete this note]

Confidential Declaration Form and Privacy Notice Guidance

This form must be completed by all applicants for roles engaging in regulated activityⁱ or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergyⁱⁱ, as well as all Church Officersⁱⁱⁱ who are applying for a role that has been assessed as requiring an Enhanced Disclosure and Barring Service (DBS) (with/without Barred List) check. The nature of these roles means they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974 (ROA 1974) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (the ROA Order 1975 (as amended)).

All individuals applying to work/volunteer in such roles will be subject to a satisfactory Enhanced DBS (with/without Barred List) check before the appointment is confirmed as well as a satisfactory Enhanced DBS (with/without Barred List) re-check every 3 years.

You are required to disclose **all** unspent convictions and conditional cautions and **all** spent^{iv} convictions and adult cautions that are not protected^v (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account.

A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.

If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from the appointing organisation/responsible person/recruiter, an organisation such as NACRO or Unlock^{vi}, or a solicitor.

Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place^{vii}. Copies of these documents are available on request and the DBS Code of Practice is available from the DBS via DBS code of practice - GOV.UK (www.gov.uk)

The accompanying Privacy Notice explains how the information you supply on this form is used and your rights with respect to that data as required by the UK General Data Protection Regulation, (the "UK GDPR"), and the Data Protection Act 2018, (the "DPA 2018"). If applicable, please inform relevant members of your household that you have included their details on this form and give them a copy of the Privacy Notice (it will only be applicable if members of your household have been included in the response to a question on the form, e.g. Qs.6 & 7).

This Confidential Declaration Form and Privacy Notice must be used within the Diocese in Europe, the Channel Islands and Sodor & Man, subject to relevant legislative variations/modifications and/or unless there is specific local legislation in a jurisdiction that would prevent its use in its current format.

CDF v11.1 February 2023 Page **1** of **6**



Section A
PERSONAL DETAILS
This section must be completed by all applicants.

This section must be c	ompleted by all app	licants.		
Title (Mr/Mrs/Miss/Ms/Other):				
Surname:				
Forename(s):				
D.O.B.:				
Home Address:				
Telephone No.:				
Role Applied for:				
Role Location:				
Section B Please fully complete all relevant sections.				
Do you have any unspent conditional cauti convictions under the Rehabilitation of Offe If yes, please provide details:		Yes □	No □	

CDF v11.1 February 2023 Page **2** of **6**



Do you have any adult cautions (simple or corspent convictions that are not protected as de Rehabilitation of Offenders Act 1974 (Exception 1975 (as amended in 2013 and 2020)? If yes, please provide details:	fined by the □	No □
Are you aware of any criminal/police enquiries/investigations undertaken following made against you which may have a bearing suitability for the post? If yes, please provide of	on your	No □
Are you at present the subject of any criminal/ enquiry/investigation/pending prosecution whi a bearing on your suitability for the post? If ye provide details:	ch may have □	No □
Is your role deemed "home based", as per the Yes □ (proceed to Question 6.)	DBS definition ^{viii} ? No □ (proceed to Question 8.)
	No ☐ (proceed to Question 8. there anyone Yes yed in your ☐ autions or ers Act 1974 al) or spent by the ons) Order) No □

Page 3 of 6



Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries:	Yes □	No □
Does your role involve engaging in regulated activity with children	en ^x ?	
Yes \square (proceed to Question 10.) No \square (proceed	to Question 11	1.)
Are you or have you ever been barred from work with children?	Yes □	No
Does your role involve regulated activity with vulnerable adults ^{xi}	?	
Yes \square (proceed to Question 12.) No \square (proceed	to Question 13	3.)
Are you or have you ever been barred from work with vulnerable adults?	Yes □	No □
Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm ^{xii} ? If yes, please provide details:	Yes	No □
Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court	Yes	No □

15. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren's previous situation, or to the removal/placement/child protection or



child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.

	Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details:	Yes □	No
16.	Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details:	Yes □	No □
Decl	laration		
accu appo	clare the above information and that on any additional sheets (nutrate and complete to the best of my knowledge. After I have be ointment, I agree to inform the responsible person immediately if we questions change and provide the relevant details.	en appointed ar	nd during my
Sign	ed: Date:		
I cor	sent statement (this statement should only be signed if the answ sent to my details being transferred outside the UK for the purpords check.		
Sign	ed: Date:		

Please return the completed form in a separate, sealed envelope, marked private & confidential to: [Church Body to complete] or via secure email to: [Church Body to complete]



ⁱ Eligibility guidance for enhanced DBS checks - GOV.UK (www.gov.uk)

- A Church Officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or voluntary.
- ^{iv} Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have 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/
- ^v The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Convictions:- 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 did not result in a prison sentence or suspended prison sentence (or detention order) and (c) 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) and (c) in order to be filtered.

Cautions:- You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. Please note that a caution etc. must comply with (a) and (b) in order to be filtered.

Further guidance is provided by the DBS and can be found at https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

- vii DBS sample policy on the recruitment of ex-offenders GOV.UK (www.gov.uk)
- viii Home-based position definition and guidance GOV.UK (www.gov.uk)
- ix Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.
- x Regulated Activity with Children in England
- xi Regulated Activity with Adults in England
- xii 'harm' involves ill-treatment of any kind including neglect, physical, emotional, financial 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.

CDF v11.1 February 2023 Page 6 of 6

ⁱⁱ Applies to all Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate' (PTO), and those seeking ordination training or ordination.

vi https://www.nacro.org.uk/ https://unlock.org.uk/

THE CHURCH OF ENGLAND

Confidential Declaration Form Privacy Notice

[Prior to use, the Church Body should amend as appropriate the areas highlighted throughout the form as well as then delete highlighted notes, including this one. If you are unsure, please seek advice from the relevant team/lead]

This notice explains how the information you supply in your Church of England Confidential Declaration Form is used and your rights with respect to that data, as required by the UK GDPR and the Data Protection Act 2018, (the "DPA 2018").

Data controller

[Church Body to insert name and address of data controller(s) below – this is the person/body who decides the purposes for which and the manner in which personal data will be processed. In the case of the Confidential Declaration Form, the data controller will depend on the nature of the position/role in question, for instance, it could be the diocesan bishop, if clergy; or it could be a diocesan body, if a diocesan volunteer or employee; or it could be the PCC, if a parish volunteer. Advice should be sought from the lead contact in the diocesan office if Body is unsure]

The data controller is:

NAME: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

The data controller decides how your personal data is processed and for what purposes. For further information on the data controller please go to [insert hyperlink to website if there is one, otherwise remove this sentence].

1. Why we collect and use your personal data

The overall purpose of the Confidential Declaration Form is to ensure that [I/we] take all reasonable steps to prevent those who might harm children, young people and/or vulnerable adults from taking up positions where they have substantial contact with children, young people and/or vulnerable adults in accordance with the Safer Recruitment and People Management Guidance (2021).

We use your data for the following purposes:

- Appointing individuals to positions that have substantial contact with children, young people and/or vulnerable adults.
- For the [insert relevant role e.g. line manager, Diocesan Safeguarding Adviser] to conduct a risk assessment where an applicant discloses information on the form.
- To collect information about members of your household aged 16 and over (cf. Qs.6 & 7) if your role is deemed "home-based" as defined by the DBS.
- To undertake criminal records checks both in the United Kingdom and in non-UK countries where applicable.

CDF v11.0 October 2022 Page **1** of **4**



Confidential Declaration Form Privacy Notice

2. The categories of personal data we collect

The information we process for these purposes is:

Category	Applicant	Household
Name	√	√
Age	✓	✓
Gender	✓	✓
Contact Details	✓	Х
Role	✓	Х
Role Location	✓	Х
Job Title	√	Х
Current and previous employment or volunteering (where applicable)	✓	Х
Country of Residence	√	Х
Current or previous conduct allegations and/or investigations (where applicable)	√	Х
Social care information (where applicable)	✓	✓
Religious Belief (where applicable)	✓	√
Health (where relevant)	✓	√
Sex life (where relevant)	✓	✓
Sexual Orientation (where relevant)	✓	√
Criminal allegations, proceedings or convictions (including DBS checks, barring status) (where applicable).	√	✓

3. The lawful basis for using your information

We collect and use personal data under the following lawful bases:

Personal data

- Consent (Article 6(1)(a)). You have consented to the transfer of your data to a non-UK country when applicable in order for us to undertake an overseas criminal records check.
- Legal obligation (Article 6(1)(c)). We are required by law to undertake the confidential declaration process in accordance with:
 - Section 5A(3) and (4) of the Safeguarding and Clergy Discipline Measure 2016 as inserted by:
 - Safeguarding (Code of Practice) Measure 2021 (also see Safer Recruitment and People Management Guidance – Section 5 – Confidential Declarations - Requirements).

CDF v11.0 October 2022 Page **2** of **4**

THE CHURCH OF ENGLAND

Confidential Declaration Form Privacy Notice

Special categories and criminal information

- Explicit Consent (Article 9(2)(a)). You have consented to the transfer of your data to a non-UK country when applicable in order for us to undertake an overseas criminal records check.
- Substantial public interest (Article 9(2)(g) and Schedule 1, Part 2, paragraphs 10, 11 and 18 of the DPA 2018). It is necessary for reasons of substantial public interest in order to prevent or detect unlawful acts and protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children, young people and vulnerable adults.

4. Who we collect from or share your information with:

We collect your information from (where applicable or relevant):

- You
- Police
- Social Services in Local Authorities
- Current and previous employer/voluntary organisation
- Disclosure and Barring Service (UK)
- Criminal records organisations (non-UK)

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Adviser.

It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes with:

- Police
- Social Services in Local Authorities
- Statutory or regulatory agencies in the UK and in other countries (e.g. the Disclosure and Barring Service)

5. Your personal data will be sent to countries outside the UK

Your data may be transferred out of the UK in order for us to undertake overseas criminal records checks where the recipient organisation is located in a third country or territory where applicable. This transfer is protected by UK adequacy arrangements, or, where necessary, your consent.

6. How long do we keep your information?

[l/we] keep your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records%20Retention%20Tool%20kit%20-Dec%2015.pdf

If your application isn't successful, your data will be held for 6 months after the recruitment process ends, and then destroyed.

CDF v11.0 October 2022 Page 3 of 4



Confidential Declaration Form Privacy Notice

7. Your legal rights and complaints

Unless subject to an exemption under the UK GDPR or DPA 2018, you have the following rights with respect to your personal data:

- The right to be informed about any data we hold about you;
- The right to withdraw consent at any time, however, if you do so we may not be able continue with your application;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data (if applicable)
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [if applicable]

To exercise these rights, please contact **[insert contact name/team]** using the contact information provided below.

8. Complaints or concerns

If you have any queries regarding this processing activity, please contact, in the first instance, **[insert name and contact details]**.

If you have any concerns or queries about how the **[insert name of team/department]** handle your personal data, please contact the **[insert contact name/team]** at: **[Insert contact details of Data Protection Officer or equivalent position in the church body]**.

You have the right to make a complaint at any time to the Information Commissioner online at: <u>Your personal information concerns | ICO</u> or by phone on 0303 123 1113 (local rate).

CDF v11.0 October 2022 Page **4** of **4**

Section 7: Interviews & Assessment

Example Interview Questions – below are examples of possible interview questions that can be used to explore the applicant's suitability for working with children, young people and/or vulnerable adults. They can be used, amended or substituted as required and in line with the role description, person specification requirements and specific body. Whatever question/s you do ask, try and ask about personal experience and for real examples of working with and safeguarding children, young people and vulnerable adults.

Motivations for working or volunteering with children, young people and/or vulnerable adults

- Why do you want to work/volunteer with children, young people and/or vulnerable adults? What is the main driver?
- Can you give an example of something that you have done that demonstrates your commitment to working with vulnerable groups (i.e. children and/or adults experiencing, or at risk of abuse or neglect)?
- What do you have to offer in support of children, young people and/or vulnerable adults?
- What experience have you of working with children, young people and/or vulnerable adults? What has this experience taught you about yourself?
- How do you motivate children, young people and/or vulnerable adults?
- What do you consider to be your strengths/areas for improvement, specifically in relation to working or volunteering with children, young people and/or vulnerable adults?
- Can you give an example of how children, young people and/or vulnerable adults have benefited from your input?

Emotional Maturity & Resilience

- Can you describe a time when you have been working with children, young people and/or vulnerable adults and your authority was challenged?
 - o How did you react and how did you manage the situation?
 - o How did you get things back on course?
- Can you describe a time when you had to control a child or young person's behaviour?
- Can you give an example of a person you have had particular difficulty dealing with?
 - O What made it difficult?
 - o How did you manage the situation?
- Have you ever felt uncomfortable about a colleague's behaviour towards or ability to work with children, young people and/or vulnerable adults in a previous job or volunteering role?
 - O What were your concerns?
 - o What did you do?
 - o How was the issue resolved?

Values & Ethics

- What might be some of the safeguarding issues you may have to deal with in this role?
- Can you give an example of a time when a child, young person or vulnerable adult behaved in a way that caused you concern?
 - o How did you deal with that?
 - o Who else did you involve?
- How do you feel when someone holds an opinion which differs from your own?
 - O How do you behave in this situation?
- Can you describe how you would respect the background and culture of children, young people and/or vulnerable adults with whom you would work or volunteer?

- Can you give some examples of how you would contribute to making this Church body a safer environment for children, young people and/or vulnerable adults?
- Can you give some examples of how you would provide kind, consistent and safe care?

Don't forget to:

- Clarify any discrepancies or concerns you have from the candidate's application form.
- Ask if they wish to declare anything that they haven't already disclosed to you:
 "Do you know of any reason why you should not be working with children, young people and/or vulnerable adults? Are there any police or employment/volunteering matters outstanding which could affect your ability to take up this role?"

Section 8: Pre appointment Checks

Reference Request Form for volunteer roles

Dear NAME OF REFEREE

RE: NAME OF APPLICANT

The form can be used with a covering letter/email such as:

Re: Reference request for a volunteer working with children, young people and/or vulnerable adults

The above has given yo	our name as someone	who may be	contacted	I in relation to their app	olication to volunteer
as ROLE TITLE at LOC	CATION.				
As part of our safer rec	ruitment process I wou	ıld be grateful	if you co	uld complete the attac	hed form and return to
me at EMAIL ADDRES	S/OTHER RESPONS	E POINT.			
Thank you for your sup	port.				
	REFER	RENCE RE	QUEST	FORM	
Name of Applicant:					
Reference Type (please circle)	Current/Previous Current/Previous Voluntary Work		Personal	Education/Training	
Your Name:					
Your Organisation: (if applicable)					
Your Position: (if applicable)					
How long have you l	known the applicant	<u>:</u> ?	In what	capacity do you kr	now the applicant?
Applicant's role title/s	study undertaken a	nd length of	appoint	ment/time with your	organisation:
Role Title/Study Und	lertaken:				
Start Date: End Date: MM/YYYY					
The reason for leaving	ng employment/volu	untary work	(if known):		
Employment/Voluntary work only: Would you re-appoint the applicant for the same post?			Yes / N		
Would you recomme they have applied for		r the role	Yes / N	lo	
Please provide any r children, young peop			o the ap	plicant's suitability t	o work with

Please provide any relevant information in relation with children, young people or vulnerable adults.	to any concerns about the applicant working			
Employment/Voluntary work only: Does the applicant have any current disciplinary w	arnings or investigations in relation to			
working/volunteering with children, young people a	•			
If yes, please provide details:				
Personal only:				
Do you have any knowledge of the individual being	g investigated over safeguarding issues? Yes/No			
If yes, please provide details:				
Please add any further comments that you feel may be relevant to the applicant and their application.				
Signed:	Print Name:			
Telephone contact point for clarification:	Date:			

Section 9: Disclosure & Barring Service (DBS)

The table below categorises roles and their DBS eligibility. The lists are *indicative* and not exhaustive due to the complexity of the Church of England and local variations in approaches, titles and roles (e.g. different roles can be called the same thing and vice versa).

If Church bodies have a query on the eligibility for a particular role, then all formal legal advice on which they intend to rely should be sought from their diocesan registrar or their own lawyer.

If an umbrella body is used (e.g. 31:8), then they may able to assist with eligibility queries. The DBS's own eligibility guidance can be found here: https://www.gov.uk/government/collections/dbs-eligibility-guidance

The DBS also provides a customer service helpline, details of which can be found here: <u>Disclosure and Barring Service - GOV.UK (www.gov.uk)</u> and have a regional outreach service that Church bodies can access: <u>The DBS Regional Outreach service - GOV.UK (www.gov.uk)</u>.

A. Clergy - All require an Enhanced DBS with barred list check

- All ordained clergy holding the bishop's licence, which, for the avoidance of doubt, includes those with Permission to Officiate, will be eligible for an enhanced DBS Check with a check of the barred lists because by virtue of that licence:-
 - They are engaging in "regulated activity"; or
 - There is a "reasonable expectation" that they may be called upon to engage in "regulated activity" at any time.
- All those going through the discernment or training process for ordination or licenced lay ministry will be eligible for an enhanced DBS with a check of the barred lists. This is because they will be working with/have substantial contact with children and vulnerable adults as part of their training.

B. Individuals (other than Clergy) working/volunteering with children, young people and/or vulnerable adults. This includes those in training and individuals on student placements.

Individuals working/volunteering with children/young people

Most will require an Enhanced DBS with barred list check unless they are supervised or do not fulfil the Frequency Criteria (e.g. they are on a rota).

- "Supervised" activity is defined by the Church of England as activity where the supervisor (themselves safely recruited) is always able to see the supervised worker's actions during their work if this level of monitoring cannot be maintained continuously then the role is not a supervised position.
- "Frequency Criteria" is defined as once a week or more; 4 days or more in any 30-day period or overnight between the hours of 2am and 6am.

If an individual is working with children but does **not** satisfy the frequency test or period condition and/or are supervised, so he/she is not in regulated activity in relation to children, then he/she **may** still be eligible for an enhanced DBS check (without barring information) but this will depend on careful analysis of the work involved.

If you are unsure you should seek advice from your diocesan registrar.

Individuals working/volunteering with vulnerable adults

Most will require an Enhanced DBS without barred list check, provided they satisfy the Frequency Criteria.

Some may require an Enhanced DBS with barred list check if, for example, they provide, personal care, assistance with cash, bills or shopping, conveying someone to or from healthcare, personal care or social care (but not to Church activities).

Examples of roles that this may apply to:

- Readers; Worship Leaders; Authorised Lay Ministers; Licensed Evangelists
- Lay people authorised to provide pastoral care, e.g. Parish Pastoral Assistant, Pastoral Home Visitor, Street Pastor, Authorised Listener, Pastoral Outreach Worker and equivalents in Cathedrals e.g. Cathedral Verger who has pastoral care in job role
- Youth worker or Leader; Children's worker or Leader
- Sunday school teacher or Leader; Family workers who work with children or their Leader
- Bell ringers who teach or train children plus the Tower Captains who manage those adults who teach or train
- Music leader where the choir or musical group includes children
- Head Server when the role includes supervision or training of children
- Parish volunteer driver for vulnerable groups (children or adults) for children's/adults' activities organised by the body (NB: private/personal arrangements among parents/friends etc. are exempt)
- Diocesan Safeguarding Advisers, Cathedral Safeguarding Advisers and Parish Safeguarding Officers who manage people engaged in activities with children, young people or vulnerable adults (nb. "manage" here includes planning, organising, advising or directing)
- Members of National Safeguarding Team and other roles within Diocesan Safeguarding Teams where working with children, young people and/or vulnerable adults (or managing on a day to day basis individuals who are working with children/young people/vulnerable adults)
- Diocesan Education staff who either have substantial contact with children or manage those who do
- Leader of Parent & Toddler Groups (but not parent helpers who supervise their own children or if a self–help group)
- Managers of individuals working with children, young people and vulnerable adults
- Those in religious communities (e.g. monks, nuns, brothers and sisters) who are in active ministry and work with children, young people or vulnerable adults.

C. Charity Trustees of children's, young people or vulnerable adult's charities

- > The Charity Commission recommends that trustees always obtain a DBS check when eligible to do so as it an important tool in ensuring that the person is suitable to act as such.
- If a governing body is registered as a charity and provided it sponsors and approves, in its own name, children's, young people or vulnerable adult's work then the members of the governing body will be eligible for an **Enhanced DBS without barred list check**. This **may** relate to PCCs, Cathedrals Chapters, Religious Communities, NCI Pension Board etc. **In such cases all members of the governing body will be eligible**.

PCC members, although charity trustees, are not by virtue of their membership of the PCC engaging in 'regulated activity' with children or vulnerable adults and are therefore not eligible for enhanced DBS disclosures (with barred list checks). Charity trustees are eligible for enhanced DBS disclosures (without barred list checks) if the charity qualifies as a "children's charity" or a "vulnerable adults' charity²".

Provision of a Sunday School would not generally satisfy this requirement because the teaching of children in church on Sundays is, as a matter of law, an activity carried out in furtherance of the incumbent's duty (under Canon C 24.4) to "instruct the parishioners of the benefice, or cause them to be instructed, in the Christian faith". PCCs have no specific duties in relation to providing instruction in the Christian faith. A careful analysis will be required to see whether the PCC does qualify, there can be no blanket approach.

For example, if a PCC is a charity and it sponsors and approves, in its own name, work with children, young people or vulnerable adults, by entering into an employment contract with a youth worker to run a youth club or other children's activities or entering into a contractual arrangement with a worker to provide a regular care service to adults who receive a health or social care service, then the PCC may qualify as a children's or vulnerable adults' charity (as the case may be) and in such circumstances PCC members would be eligible for an enhanced DBS check. PCCs, however, may not meet the definition of a "children's charity" or "vulnerable adults' charity". You are advised to seek advice from the registrar in relation to such matters.

D. Roles that are <u>not</u> eligible for an Enhanced DBS with/without barred list check (unless undertaking any role in A, B or C above) but remain eligible for a Basis DBS check

There is no eligibility requirement for a Basic DBS Check and both individuals and bodies (the latter with appropriate consent) can apply for one. Currently there is a cost for a Basic DBS, including volunteers. Individuals can apply for their own whilst bodies have to use a 'responsible organisation'. Whilst a Basic DBS provides minimal information (unspent conviction information only), where a role does not meet the criteria for any other level of DBS it can send out a certain message in respect of the body's commitment to safeguarding. Further detail on Responsible Organisations can be found here — https://www.gov.uk/guidance/responsible-organisations

Examples of roles that this may apply to:

- Parish Verger; Server; Caretaker; Refreshment helper
- Shop Staff; Flower arranger; Sidesperson
- PCC members (including church wardens) where the PCC does not qualify as a children's/young people's/vulnerable adult's charity
- Bell ringers (rank and file); Choir leader or musical director for adult choir; Organist unless also directing a choir which contains children/young people
- Choir members/music group members (unless the role includes responsibility for teaching, training, caring for or supervising vulnerable groups (children, young people or adults).

¹ (4)A charity is a children's charity if the individuals who are workers for the charity normally include individuals engaging in regulated activity relating to children

⁽⁵⁾An individual is a worker for a charity if he does work under arrangements made by the charity; but the arrangements referred to in this sub-paragraph do not include any arrangements made for purposes which are merely incidental to the purposes for which the charity is established. (Part 1, Schedule 4, para 4, Safeguarding and Vulnerable Groups Act 2006 – now repealed but having continuing effect by virtue of regulation 5C(1) of the Police Act 1997 (Criminal Records) Regulations 2002.).

² (5B) Work with adults: (1)(g)(ix) a charity trustee of a charity whose workers normally engage in any activity which is work with adults.

⁽⁵⁾ In paragraph (1)(g)(ix) an individual is a worker for a charity if he does work under arrangements made by the charity; but the arrangements referred to in this paragraph do not include any arrangements made for purposes which are merely incidental to the purposes for which the charity is established. (*Police Act 1997 (Criminal Records) Regulations 2002 (as amended)*).

Section 10: Dealing with Criminal Records

DBS Risk Assessment form template.

This is a simple risk assessment form which can be used by Cathedral Safeguarding Advisers. Diocesan Safeguarding Advisers and Human Resources teams to manage a blemished DBS certificate. It can be used to carry out a full risk assessment to support them in making an informed and balanced decision about whether to employ or to continue to employ an individual or engage or continue to engage with a volunteer.

Before any decision is reached the individual must be offered the opportunity to discuss the contents of the DBS certificate

contents of the DBS certificate.				
Name of individual: Date of Birth:				
Address (incl postcode):	Role applied for:			
Body:	Responsible Person:			
Details of Criminal Record disclosed:				
Questions to Consider:				
1. Do the DBS Barred Listings bar t	he appointment? Yes/No			
If yes, then the appointment is automatically unlawful and the person must not be appointed to the role. Do not continue with this decision sheet.				
2. Are you satisfied with the individ offence?	ual's explanation of the circumstances of the			
All positive disclosures should be d Note down their explanation of the				
3. Did the offence occur recently?				
ones that are very recent. Offences now, with the exception of serious v				
4. At what age were the offences co Was the offence committed as ar	ommitted? n adult, or as a child or adolescent?			

6. Have the circumstances that contributed to the individual committing the offence or behave in such a manner changed for the better?

Repeated offences may indicate that the individual has not been able to change their

5. Does the disclosure show a pattern of behaviour, or was the offence a one-off?

offending behaviour and may be more likely to re-offend.

Look at all the circumstances,	including the	employment	pattern	and the	individual's	s own
explanation.						

7. Did the applicant disclose any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as part of the application process/at interview/or during their employment?

Note that a failure to disclose a relevant offence, without a satisfactory reason, will, in an employment situation, be a breach of contract and render any employment offer void or where the individual is already an employee lead to disciplinary action which may result in their dismissal.

- 8. Were all references satisfactory and verified by telephone?
- 9. Does the post involve responsibility for finance, items of value or other high risk areas?

This is particularly relevant where the disclosed offences are related to robbery, burglary or fraud.

10. Does the role allow the opportunity to re-offend?

Consider the nature of the post in relation to the disclosed offence(s).

11. What level of management/supervision/support will the person receive?

Will supervision reduce the risk of re-offending?? How much responsibility does the post carry?

12. What mechanisms are in place to track the individual's progress?

A review requirement allows for the possibility of the person moving to a role they are not currently safe for or moving into a 'safer' role or dismissed if there is a deterioration.

13. Further comments/overall summary

Decision (please circle as applicable)	Employ	Employ – with adjustments to role (give details e.g. supervision, monitoring arrangements etc)	Do not employ	Suspend	Allocate to other work
Signed:		Print name:			
Date:			Job Title:		
Signed:		Print name:			
Date:			Job Title:		

PLEASE ENSURE YOUR FINAL DECISION IS RECORDED ON THIS DOCUMENT AND SIGNED BY THE RELEVANT PARTIES.

THIS RISK ASSESSMENT SHOULD BE RETAINED IN ACCORDANCE WITH LOCAL DATA PROTECTION POLICIES.

Section 11: Appointment

Volunteer Appointment Letter template

Such a letter must be sent **only** after all pre appointment checks, including a DBS check where applicable, have been considered and approved.

Dear APPLICANT NAME

Appointment to the role of ROLE TITLE

Thank you for agreeing to volunteer with us. As you will no doubt be aware, volunteers are an essential part of life here at BODY. We do hope that you enjoy volunteering with us and feel part of the team.

Please find attached your Volunteer Agreement. Please read through the agreement and this letter and then sign the last page and return to XXXX.

XXXXXXX will induct you into the role, organise the relevant safeguarding training and show you around.

In the meantime, please find attached/links to: (TO BE AMENDED ACCORDING TO CHURCH BODY'S EXACT DOCUMENTATION/REQUIREMENTS)

- Your role description;
- A copy of the Church's Statement of Safeguarding principles;
- Policies and procedures in relation to safeguarding;
- The identity & responsibilities of those with designated safeguarding responsibilities;
- Safe practice and the standards of conduct and behaviour expected;
- Other relevant personnel procedures e.g. whistleblowing, disciplinary procedures.

If there is anything further I can help you with at this stage, please do let me know.

On behalf of the XXXX (e.g. PCC), I thank you for your interest and I look forward to welcoming you to our team.

Yours sincerely,

Section 12: Induction

Volunteer Induction Checklist

Activity	When	Who	Date completed
Initial meeting with person to whom			
individual is responsible			
Welcome and meet the team			
Location tour as appropriate			
Review of safeguarding policies,			
procedures and code of conduct			
Review of health & safety policy and			
procedures, including fire training			
Review of other relevant policies,			
procedures and guidelines for the body			
and/or role			
Safeguarding training identified and			
booked in			
Anything else specific to Church body			
and/or role			
Induction Completed		<u></u>	
Volunteer			
Signed:			
Responsible Person			
Signed:			

Section 14: Ongoing Support, Accountability, Oversight & Supervision

Volunteer Support Meeting Agenda template.

This is a simple agenda template that can be used for support meetings with volunteers.

Volunteer Support Meeting Agenda				
Name of Volunteer:	Name of Responsible Person:			
Action points from last time				
2. What has the volunteer been doing s	since the last meeting?			
3. What's gone well? What hasn't gone so well? This is also a chance for the responsible person to talk about the volunteer's work, give positive feedback as well as an opportunity to raise any minor problems or issues if necessary.				
4. What help or support does the volun	teer need?			
5. Safeguarding matters?				
	ner the volunteer is still getting what they were y benefit from a minor change in their tasks or a			
7. Action points for next time				

Safer Recruitment & People Management Assessment Tool

This tool is designed to help you:

- understand your current safer recruitment and people management practices and procedures.
- identify areas that might need some action to ensure you are meeting the Safer Recruitment & People Management (SRPM) Guidance Requirements.

Each activity listed below corresponds to the relevant section detailed in the SRPM Guidance Requirements. By completing each of these activities, you will be complying with those sections of the guidance. Click the Blue "E-manual" text to take you to the relevant section of the guidance if you need further help with any specific activity or need to access any templates.

Activity	Status	Action required and progress	Deadline and responsible person
Introduction: scope of the Guidance			
Are you clear about which roles in your setting the Safer Recruitment			
& People Management Guidance applies to? <i>E-manual</i>			
1. Responsibilities			
1.1 Is there always a responsible person identified for every role that needs to be safely recruited? <u>E-manual</u>			
1.2 Is everyone who is involved in the safer recruitment process up to date with their Church of England SRPM Training?			
1.3 Is everyone who has ongoing responsibility for those roles up to date with their SRPM training also?			

2. Role Descriptions and Person Specifications	
2.1 Do you have a role description/person specification for every role that needs to be safely recruited?? <u>E-manual</u>	
2.2 Does it describe what the role does, and the sort of person needed for the role? Depending on the role, this might only be a few bullet points.	
2.3 Does it outline your Body's commitment to safeguarding children, young people and vulnerable adults?	
2.4 Are roles assessed to establish the appropriate level of DBS check and is this recorded on the role description/person specification?	
3. Advertising a Role	
3.1 Do your adverts/notices for roles working with children, young people and/or vulnerable adults include or provide access to the Body's safeguarding statement? <u>E-manual</u>	
3.2 Are the essential requirements needed for someone to fulfil a role highlighted in your adverts/notices?	
3.3 Do adverts/notices tell people who might apply about the required checks, including references and the appropriate level of DBS?	
3.4 Where relevant, do adverts/notices include statements in relation to "regulated activity"?	

4. Application process	
4.1 Do you use a standard application form that uses plain language and asks for all relevant information? <i>E-manual</i>	
4.2 Do you send applicants, or give them access to, information about the Body's commitment to safeguarding children, young people and vulnerable adults as well as other relevant policies?	
4.3 Do applicants receive a copy of the role description/person specification, details of how they will be selected and a relevant privacy notice?	
4.4 Do applicants receive information on the level of DBS check required as part of the application pack?	
5. Confidential Declaration	
5.1 If an enhanced (with/without barred list) DBS check is required for a role, are you asking applicants to complete the Church of England Confidential Declaration form? <u>E-manual</u>	
6. Shortlisting	
6.1 Are at least two people involved in shortlisting applications? Is one of them the responsible person identified for recruitment into the role? <i>E-manual</i>	
6.2 Is at least one of the shortlisting panel up to date on their Church of England SRPM training?	
6.3 Do shortlisting panels review the role description/person specification, together with the application, for each applicant?	

6.4 Are application forms properly scrutinised and any gaps or inconsistencies identified?		
7. Interviews and assessment		
7.1 Are interviews (this might be a meeting or a chat) carried out face to face (including virtually if needed due to COVID) and by at least 2 people? <i>E-manual</i>		
7. Is at least one of the interviewing panel up to date on their Church of England SRPM training?		
7.3 Are interviews structured so that the same information is asked of each candidate – even where a more informal approach might be taken with volunteers?		
7.4 Do you include questions that explore candidate's attitudes and values towards safeguarding and promoting the welfare of children, young people and vulnerable adults?		
7.5 Are any gaps or inconsistencies that have been identified at the shortlisting stage addressed during the interview?		
8. Pre-appointment checks		
8.1 Do you carry out all appropriate checks including proof of identity, right to work (employees) and qualifications (if relevant) on candidates? <i>E-manual</i>		
8.2 Do you view only original documents?		

8.3 Do you request all relevant references?	
0.4 De very about for some and any incorpieta aire between	
8.4 Do you check for gaps and any inconsistencies between	
information given on the application form or during the interview	
process and information provided by the references?	
8.5 Do you telephone to verify the references received and clarify	
any information provided?	
any information provided:	
9. Disclosure and Barring Service	
9.1 If a candidate is successful at interview, do you ensure the	
appropriate level of DBS check is applied for/Update Service is	
accessed? <i>E-manual</i>	
10. Criminal Records	
10.1 If concerns arise from a Confidential Declaration Form or DBS	
certificate, do you have a process for seeking advice and	
support from the relevant members of the Safeguarding or HR	
team? <u>E-manual</u>	
11. Appointment	
11.1 Are all appointments made subject to the completion of	
satisfactory pre-appointment checks? <i>E-manual</i>	
11.2 Do you make sure that people do not start in their role until all	
the checks are satisfactorily completed?	
44.0.4	
11.3 Are all individuals provided with an employment contract or	
volunteer agreement?	

11.4 Are individuals given access to the relevant documentation or written statements and required to sign to confirm they have		
read, understood and agree to them?		
12. Induction		
12.1 Have you got an appropriate induction process in place for each role? <i>E-manual</i>		
12.2 Does the induction include all mandatory safeguarding training relevant to the role?		
12.3 Does the induction include information about your Body's safeguarding policies and procedures, including who to report concerns to?		
12.4 Does the induction programme highlight safeguarding responsibilities and set clear expectations for the role?		
12.5 Does the induction outline arrangements for ongoing support?		
12.6 Does the induction include one to one meeting(s) with the person who has ongoing responsibility for supporting the individual?		
13. Probation/Settling in Period		
13.1 Are all employment appointments made subject to a probationary period? <u>E-manual</u>		

13.2 Do volunteers have a 'settling in' period?	
13.3 Does everyone receive relevant induction, safeguarding	
training (Basic & Foundation) and one to one meetings during	
this period?	
13.4 Is the individual directly observed at appropriate times, during	
this period?	
44.0	
14. Ongoing Support, Accountability, Oversight and Supervision	
14.1 Are regular one-to-one or supervision meetings with individuals	
carried out? <u>E-manual</u>	
14.2 Do you have clear policies and procedures in place which	
explain what individuals should do if they have concerns about the behaviour of another team member or others within your	
body?	
body.	
14.3 Do you respond quickly and appropriately to any allegations?	
15. Learning and Development	
15.1 Is all mandatory safeguarding training kept up to date and	
refreshers monitored? <u>E-manual</u>	
<u> </u>	
16. Record Keeping	
16.1 Do you keep full records for everyone working with children,	
young people and/or vulnerable adults? E-manual	