

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 Meeting 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 CHURCH
OF ENGLAND

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.

