

The Parochial Church Council  
of the Ecclesiastical Parish of Little Heath  
(Charity number: 1133045)

Safer Recruitment Policy including a statement on the recruitment of  
ex-offenders

As a Church our great aim is '**To know Jesus, and to make him known**' we strive to achieve this in every aspect of our ministry. To realise this the entire body of the Church must be working towards the same goal including our staff and volunteers.

As we do this, we would love to be a church which:

- is one family that loves Jesus, follows his ways, and depends on his Spirit
- is compassionate and confident in sharing the good news in word and deed with friends, family, neighbours and colleagues;
- is praying urgently for the world and the church;
- wants to understand and apply what the Bible is saying to us and to others today;
- is training and sending people into ministry of various kinds.

Christ Church Little Heath is a Church who are committed to the safeguarding of all children, young people and vulnerable adults, as such we will recruit all staff and volunteers in accordance with the Church of England safer recruitment policy (2016) and will care for, train and equip all members of staff and volunteers.

All paid staff working at Christ Church Little Heath must undertake a Disclosure and Barring Service check as all staff members of the Church may, at times, work with vulnerable adults or children. Any volunteer who will be working with vulnerable adults or children must also undertake a disclosure and barring service check. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

This means that we will:

- Ensure that our recruitment and selection processes are fair, consistent and transparent and welcome a wide-range of applicants.
  - We select applicants for interview based on their expertise, experience and ability to fully engage with the role.
  - We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, as well as considering those with criminal records.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our church, positions of respect, responsibility or authority where they are trusted by others in line with our safeguarding policy.

- Adhere to safer recruitment legislation, guidance and standards, responding positively to changing understandings of good safer recruitment practice.
- Ensure that all paid staff and volunteers working with vulnerable children and adults will have completed the DBS disclosure as required by the Diocese of St Albans and its umbrella organisation thirtyone:eight (formerly CCPAS)

**Christ Church Little Heath Recruitment process:**

Recruitment process for Paid staff and volunteers: Please note that there will be general discussions throughout the application process and we would encourage any applicant to disclose any offences, relevant convictions or other matters relevant to the role to a member of the recruitment team.

Application Form and Job description given	Step 1
Two references sought	Step 2
Interview undertaken	Step 3
DBS applied for	Step 4
Safeguarding training	Step 5
Induction and Initial training given	Step 6
Renewal of DBS check at appropriate time	Step 7
Renewal of safeguarding training at appropriate time	Step 8

**Step 1**

A job or role description will be provided to all paid staff and volunteers. The job/role description will set out what tasks the applicant will be expected to do and what skills will be required of them, the job/role description will say whether the applicant will need to undertake a DBS check. Both volunteers and paid staff must fill in an application form for the role applied for. Please note it is a criminal offence for an individual who is barred from working with vulnerable groups to apply for a regulated activity and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role.

- Along with the application form, where an individual is going to work or volunteer with children or vulnerable adults, they will be asked to complete a ‘Confidential Declaration’ which, in broad summary, asks if there is any reason why they should not be working with children and adults experiencing, or at risk of abuse or neglect. If any applicant discloses information in the Confidential Declaration, the Diocesan Safeguarding Advisor must be contacted. Should the applicant not wish to complete the Confidential Declaration, which is entirely their choice, the application must not proceed further and must be terminated.

**Step 2**

Two references will be taken up for paid staff and voluntary applicants. Both referees must have known you for at least two years and be able to comment on your suitability for the role.

**Step 3**

Every applicant, whether paid or voluntary, will undergo a face-to-face interview to assess a person’s suitability for the role. This interview will include, but is not limited to, questions about

your values and beliefs, reasons for wanting to work in the role and questions relating to working with children or adults experiencing, or at risk of, abuse or neglect. There will also be an opportunity at interview to disclose any offence or other matter that may affect your ability to undertake the role applied for.

If the recruitment team decide to appoint an individual to a paid or voluntary role, no start date will be given until the applicant has successfully cleared a DBS check, if a DBS check comes back unclear (for instance there are criminal convictions, cautions or additional information has been supplied) then the recruitment team shall refer to the Diocesan Safeguarding Advisor (Jeremy Hirst) for advice.

#### **Step 4**

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and job description will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position. We shall make all applicants aware of the existence of the DBS code of practice, a copy of which can be made available upon request.

#### **Step 5**

Any applicant, whether paid or voluntary, working with children or vulnerable adults will need to undergo safeguarding training through the diocese. The level of safeguarding training required will be decided by role applied for.

#### **Step 6**

Any applicant who has been appointed and successfully cleared the DBS and safeguarding training will be given any training needed for the role and will go through the induction process where they will be provided copies of the relevant CCLH policies and shown where the toilets, first aid boxes and fire exits are.

#### **Step 7 and 8**

In line with Church of England safeguarding policy and best practice all paid staff and volunteers will need to renew their DBS checks every five years and safeguarding training every three years.

All roles are subject to ongoing training and review. All applicants will be told who their line manager/leader will be and will be provided with appropriate support and guidance.

### **Statement on the recruitment of ex-offenders**

Christ Church Little Heath agrees with the Church of England practice guidance on safer recruitment statement that all “Applicants for paid and volunteer positions must be clear about how they will be treated if they are ex-offenders.”

This policy statement aims to make clear the recruitment process (as set out earlier in this policy) for paid staff and volunteers including the treatment of ex-offenders. This statement shall be made available to any applicant at the start of the recruitment process upon request.

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Christ Church Little Heath PCC complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly. We shall make every applicant who is subject to a criminal record check through the DBS aware of the existence of the above-mentioned DBS code of practice and shall make a copy of it available upon request.
- Christ Church Little Heath PCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Christ Church Little Heath PCC can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- Christ Church Little Heath PCC can only ask an individual about convictions and cautions that are not protected.
- Christ Church Little Heath PCC is committed to the fair treatment of their staff, potential staff or volunteers:
  - We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
  - We select applicants for interview based on their expertise, experience and ability to fully engage with the role.
- Christ Church Little Heath ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Furthermore, we shall ensure that all involved in the recruitment process have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- Christ Church Little Heath PCC shall ensure that any applicant has the opportunity to discuss any offence or other matter that might be relevant to the role applied for in an open and measured discussion. However, failure to disclose information relating to an offence or other matter pertinent to the role could result in the withdrawal of any offer of paid employment or voluntary unpaid role.

The PCC of Christ Church Little Heath are the employing body of the Church and shall make all decisions on whether an offer of paid employment or the confirming of a voluntary unpaid role is given. Those involved in the recruitment process, as approved by the PCC, undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

This policy was adopted by the PCC on ...17<sup>th</sup> May 2021

The policy shall be reviewed on .....17<sup>th</sup> April 2023