



Safer recruitment policy

All recruitment of any staff or volunteers to any post in the Parish of Swindon New Town must comply with the Church of England's Safer Recruitment and People Management Guidance¹ as well as the Diocese of Bristol's *Safer Recruitment Guidance and Toolkit*.²

Failure to follow this policy in full may invalidate insurance cover, put children and adults at risk of harm and constitute a reportable breach to the Charity Commission.

The PCC is responsible for all appointments within the parish, whether to paid or unpaid roles.

At least two persons must be responsible for the recruitment. Those individuals must be capable and competent and have had training in safer recruitment.

There must be a clear and accurate job description and personal specification in place. For voluntary roles, there must be a role outline of the task, responsibilities and skills required to undertake the job. This will include what level of Disclosure and Barring Service (DBS) check and training is required.

Voluntary posts will be advertised within the parish. Paid roles will be advertised to the wider community.

The applicant will be expected to complete an application form and two references will be required. The applicant must complete the Confidential Declaration Form.

Once a suitable applicant has been shortlisted:

A face-to-face interview will be arranged, to assess the applicant's suitability for the role.

For voluntary positions, an informal discussion can take place, but records of this must be kept on file.

Once the decision to offer the role is made, it must be made clear that the post cannot commence until all necessary checks are carried out and satisfactory. This includes references and DBS.

If there are concerns from the DBS, this must be referred to the Diocesan Safeguarding Officer.

The person recruited must be given an induction, support and supervision for the role.

It is the responsibility of the PCC to ensure that any ongoing training required is completed.

Policy re-adopted by the PCC on 10 June 2024, and due to be reviewed before 10 June 2025.

Signed on behalf of the PCC

Fr Toby Boutle, Parish Priest and Chairman of the PCC

¹ <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

² <https://www.bristol.anglican.org/content/pages/documents/1601377082.pdf>