

SAFE RECRUITMENT POLICY

The Leadership will ensure all workers, whether volunteers or in a paid capacity, will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification
- Those applying have completed an application form and a self-declaration form
- Those applying to work with children or youth have met with the Children's Pastor or the Youth Pastor, and the Safeguarding Co-ordinator
- The Children's Pastor or the Youth Pastor will explain more fully their vision for the children or youth in their care, and the place of the children and youth in the church generally
- The Children's Pastor or the Youth Pastor will talk to them about why they want to be involved and what experience they have had in the past
- The Children's Pastor or the Youth Pastor will explain the roles and responsibilities of children's or youth workers
- Safeguarding has been discussed at the meeting with the Safeguarding Co-ordinator
- Written references have been obtained, and followed up where appropriate and when possible
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Where it is not possible to obtain a disclosure and barring check (for example newly arrived to the UK from another country) then relevant checks from the applicants home country will be obtained where possible, and references obtained
- Qualifications where relevant may be verified
- A suitable training programme is provided
- All applicants will complete a probationary period of 3 months or more
- The applicant has been given a copy of our safeguarding policy and knows how to report concerns
- At the end of the probationary period, further discussion between the leader and helper should take place. A review should be made as to how things are progressing and whether both parties are happy that the worker remains as a regular team member.

During the probation period the potential volunteer must never be left alone with a child or group of children

- In the event of unsatisfactory references or checks the potential volunteer would be disqualified from any involvement with children's or youth work. This would be shared with the Disclosure and Barring Service as appropriate
- Both paid staff and volunteers who continue working with children will be required to complete a self-declaration form and a Disclosure and Barring check every 3 years. We recognise that this is good practice and in line with the recommendation of The Charity Commission

