



Safeguarding - Safer Recruitment policy **(Appointment Procedures for Church Officers)**

Church Details

Name: St John's Church, Walmley with the Minworth Church Plant

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Section 1 - Introduction

As Christians we believe we should be able to trust one another. It makes us uneasy if there is a suggestion that we cannot rely on the good name of church people. Asking people to be checked in their application for Children's work may put some people off.

However, it is our duty to prevent unsuitable people from working with children and vulnerable adults, their welfare and needs come first. We know that some adults in church can and do abuse their position of trust. We hope a thorough and open way of recruiting will act as a deterrent to potential abusers.

It is also the law (The Criminal Justice And Court Services Act 2000).

This policy must be read in conjunction with the St John's Safeguarding Policy. Any recruitment of Church Officers must follow the Church of England Birmingham, Safer Recruitment & Disclosure & Barring Service Application Procedures.

A "Church Officer" is anyone appointed by or on behalf of the church to a post or role, whether ordained or lay, paid or unpaid.

Section 2 - Leadership at St John's Church

Vicar/Incumbent

Rev. Adrian Evans

Curate

Claire Reid

Youth and Children's Minister

Kat Storey has overall responsibility for all St John's youth work under the PCC.

Group Leaders



Group Leaders have responsibility for each individual children's group. They implement the aims and objectives of that group. They plan the groups activities and assist in recruiting new volunteers.

Section 3 - Church Officer Recruitment

- a) All Church officers in a position of trust are required to be members of St John's, Walmley for more than 12 months. An exception may be made in the case of interns and placements after receiving references. All volunteers must have approval from the vicar (or Churchwarden in a vacancy).
- b) Church officers who are appointed in a position of trust and are in a role working with children and vulnerable adults must undertake the DBS application process set out in the safer recruitment guidance issued by the Church of England, Birmingham.
- c) Some Church officer roles may not require a DBS check: this may include church key holder, vergers, parish administrator. They will be required to complete a personal details application form and provide two references.
- d) A Church officer will require a DBS check if they are providing: health care, personal care, driving to health appointments or helping with cash, bills shopping, or conducting someone's affairs for reasons of age, illness or disability, or if a church officer role frequently provides training, teaching, instruction, assistance, advice or guidance to an adult who receives a health or social care service. In addition all PCC members must undergo a DBS check.
- e) Those who are convicted of abuse or offence against children or vulnerable adults will not be recruited into a position of trust under any circumstances. Other offences may not necessarily bar a person from service. Each situation will be treated on an individual basis, taking into consideration the nature of the offence and mitigating circumstances.
- f) Appointments will only be made once the selection process has been satisfactorily completed.
- g) All appointments are for a trial period, generally six months, as this gives an opportunity for the volunteer to see if the work is for them and for the group leaders to assess the suitability of the volunteer.
- h) Volunteers working with children and vulnerable adults and all PCC members will be expected to attend Safeguarding training, either online or in person. A record will be kept of each volunteer's record in this respect and reminders will be issued by the Church office. Training must be re-done on an agreed time cycle (usually 3 years) as laid down in Diocesan guidance. A member of the Church Leadership Team should speak to individuals if they fail to complete the training after 2 reminders. Where an individual's conduct gives cause for concern and it is considered by the Leadership Team that they pose a risk to children or vulnerable



adults, they must then be asked by a member of the Leadership Team to resign from their roles.

- i) All records relating to recruitment will be kept securely in the Church office or scanned and kept securely on the Church database.

Section 4 - Recruitment Process

Step 1 – Initial Interest

When you initially express interest you will receive an appointment information pack relevant to the position you are volunteering for. This pack is for you to read through so that you will be fully aware of the responsibilities and expectations that will be placed upon you.

Step 2 – Informal Interview

Informal interviews can be conducted by the Vicar, the Associate Vicar, the Curate, or the Children's & Youth Minister. Children's group leaders can also appoint helpers to their group.

At the informal interview the interviewer should be satisfied with the answers given to all of the following:

- The reason(s) the applicant wants to volunteer.
- Any relevant experience the applicant may have.
- Any relevant gifts or skills the applicant may have.
- The time and commitment the applicant is able to give.
- The nature and depth of the applicant's own Christian experience.
- The applicant's understanding of the role and its responsibilities.

A separate guide is available on how to conduct the interview and the conversation that needs to take place.

Step 3 – Apply for the DBS Check

- a) All people looking to volunteer for a Church Officer's position working with children or vulnerable adults will need to complete a volunteers contact details form, personal details form and a confidential Self-Declaration Form. The completed forms must then be returned to St John's church office so that the DBS process can be started.
- b) Cathryn Hewitt is Walmley Parish Identity Verifier for DBS checks. The Parish Identity Verifier emails the organisation reference number, password, internet link, title of the role applied for and E-Bulk Guide for Applicants to the applicant.



- c) The applicant then completes the online form, notes the reference number and submits the form Identity Verification.
- d) The applicant takes the reference number for their online application and their Identity documents to the Parish Identity Verifier. The applicant gives signed, written consent for a criminal record check and permission for the Bishop's Safeguarding Advisers or Archdeacons to have access to their application – consent is included on the Personal Details Form. The Parish Identity Verifier verifies the applicant's identity and enters the information online.
- e) The Parish Identity Verifier sends the application electronically to Churches Child Protection Advisory Service (CCPAS) for the form to be checked and sent to the Disclosure and Barring Services.
- f) The Disclosure and Barring Services sends two copies of the results of their enhanced check, one to the volunteer and one to CCPAS.
- g) If the disclosure is positive then CCPAS will contact the volunteer to obtain further information and then convene an advisory panel to make a final decision.
- h) CCPAS assesses the enhanced check and respond to the applicant and the Parish Identity Verifier. The CCPAS assessment will highlight whether the volunteer is 'suitable' or 'not suitable' for the position.
- i) Following receipt of the CCPAS assessment the Parish Identity Verifier contacts the volunteer to inform them of outcome.

Revised March 2023 by Safeguarding team