



St Peter's Wolvercote & All Saints' Wytham Safer Recruiting Guidance 2023

The Safer Recruitment Guidance document for St Peter's Wolvercote and All Saints' Wytham was considered by their respective Parochial Church Councils (PCC) and adopted on 17 and 9 January 2023 respectively.

Safer recruitment practice is an essential part of the Church of England's approach to safeguarding. This guidance and the Benefice Safeguarding Policy together set out safer recruitment practices for people working or volunteering with children and adults. The guidance was endorsed by The House of Bishops in 2016.

This summary explains the steps to safer recruiting for parishes and PCCs and contain models of good practice to support safer recruiting in the Church of England.

Finding and recruiting the right people to work with children and adults experiencing, or at risk of abuse or neglect can be difficult. What follows is a safer recruitment checklist to help make sure that dioceses and parishes recruit / appoint appropriate people as employees or volunteers.

The steps to Safer Recruiting:

1.	Be clear about who is responsible for appointments. In local Churches this rests with the PCC. Responsibility can be delegated but the person must have been safely recruited him / herself, be capable and competent in recruitment and be able to keep personal matters confidential.
2.	Have a policy statement on the recruitment of ex-offenders. Applicants must be clear about how they will be treated if they are ex-offenders.
3.	Ensure that there are safeguarding policies in place. The parish must have adopted the House of Bishops' safeguarding policies.
4.	Have a clear job description or role which sets out what tasks the applicant will do.
5.	Application form / references. Always ask for and take up references. Ask referees specifically about an individual's suitability to work with vulnerable people. Ensure that you carefully examine application forms and references and make sure that the information that has been provided is consistent and the organisation has a satisfactory explanation from the applicant in relation to any discrepancies and any gaps in the applicant's personal history and/or career.
6.	The Confidential Declaration asks if there is any reason why an applicant should not be working with children and adults experiencing, or at risk of abuse or neglect.



7.	Interview / discussion. Have a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role. Check the Confidential Declaration and the references.
8.	Approval. The decision to appoint to voluntary or paid work must be made by those who have the responsibility for appointments.
9.	It is good practice to induct a new volunteer, ensure supervision and support is in place and conduct a review regularly as the role requires.
10.	Templates are available to create: Safeguarding and Ex-offender policies; application form; Confidential Declaration and DBS; reference request; interview format and letter of appointment.

Each person who works within this church community will agree to abide by this practice guidance.