



# Safeguarding - Recruitment of Employees & Volunteers

## Our commitment

St John's Church recognises the need to provide a safe and caring environment for all. We acknowledge that any person can be a victim of abuse. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". Everyone has a responsibility for the safety, well-being and protection of others.

St John's Church adopts the procedures set out in accordance with statutory guidance, informed by the House of Bishops and its local expression in the Diocese of Birmingham and established good practice.

Our Church community should be a place where all people feel welcomed, respected and safe from abuse. Further, we are committed to the establishing of safe, caring community which provides a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that is implemented to contribute to the prevention of abuse.

When recruiting volunteers and paid workers we will carefully select, support and train all those with any responsibility within the Church, in line with the principles of safer recruitment, ensuring that our recruitment and selection processes are inclusive, fair, consistent and transparent.

We will take all reasonable steps to prevent those who might harm children, or adults who may be vulnerable, from taking up positions of respect, responsibility or authority where they are trusted by others, following legislation, guidance and recognised good practice.

## Brief description of church and activities

St John's Church is part of the Church of England in the Diocese of Birmingham. Beside worship services, it has varied activities throughout the week for children, youth and adults, offering both friendship, and support in a variety of ways. Beside Clergy and employed staff, there are a large number of volunteers involved in differing capacities throughout the life of the church.

Volunteers are the lifeblood of our church. However small or large their contribution each volunteer needs to know that we value and appreciate them and the work they do.

The Church welcomes everyone, including those who are vulnerable and those who may pose a risk to vulnerable people and therefore we have a particular responsibility to pay attention to safe recruitment.

St John's Church commits to safely recruiting and supporting all workers and volunteers who have any responsibility related to children, young people and vulnerable adults who attend Church activities.

## Legislation

The Safeguarding Vulnerable Groups Act 2006, with subsequent amendments in the Protection of Freedoms Act 2012, establishes:



- It is an offence to knowingly apply for a post (paid or otherwise) to work with children or vulnerable adults in regulated activity if the person is included on the Children's Barred List and/or the Vulnerable Adults Barred List overseen by the Disclosure & Barring Service;
- It is an offence to knowingly recruit anyone to work with children or vulnerable adults in regulated activity who is included on the Children's Barred List and/or the Vulnerable Adults Barred List overseen by the Disclosure & Barring Service.

All activities working with those under 18 and adults at risk, formally provided by the church are covered.

Volunteers appointed to any role within the Church are deemed as 'Church Officers'. A 'Church Officer' is anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid. With this designation, comes responsibility.

The Safeguarding and Clergy Discipline measure 2016 require all clergy, Church Officers and parochial church councils to have 'due regard' to safeguarding policy and practice guidance issued by the House of Bishops. A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow such guidance unless there are cogent reasons for not doing so.

## **PCC**

As a Church where the PCC approves activities with children, young people and adults who are vulnerable due to being at increased risk due to age, disability or illness then all PCC members must have an Enhanced Disclosure & Barring Service Check even if they do not work directly with vulnerable groups. This requirement is because they are Charity Trustees who are responsible for safeguarding in the parish.

All PCC members should be made aware that the role is eligible for a DBS check before standing for election and should complete a confidential self-declaration form and apply for a DBS check as soon as they are elected.

## **Policy Statement on the Recruitment of Ex-offenders**


St John's Church recruits suitable staff and volunteers to serve in a variety of roles including work with Children and Adults at Risk. This requires that:

- 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), St John's Church complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly
- We undertake not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
- We 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)
- We can only ask an individual about convictions and cautions that are not protected




- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- This policy, is made available to all applicants at the start of the recruitment process
- 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 all candidates for interview based on their skills, qualifications, experience and after a successful interview with a Ministry Lead.
- 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 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
- We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- We also ensure that all those 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
- At interview, or in a separate discussion, St John's Church ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- We will make every subject of a criminal record check submitted to DBS aware of the existence of the DBS code of practice and make a copy available on request
- St John's Church, after consultation with the Bishop's Safeguarding Advisor, undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.



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This policy will be reviewed and adopted annually.

**Signed by:** \_\_\_\_\_ **Chair of St John's PCC**

**Date:** \_\_\_\_\_