

Safer Recruitment Procedures

This procedure needs to be followed for any new recruitment of all paid staff working in Christchurch premises whatever their role and all volunteers whether working in the café, playgroups, smiles, bite size or other activities with children, pastoral visitors and people giving home communion should also be included.

These are the steps

- provide a job description and person specification
 - Job must be advertised - Church newsletter and magazine OK but be better to use Ilkley chat as well if appropriate
 - complete an application form .
 - The applicant should indicate why they want the role and what skills they have which would be appropriate
 - obtain references from people who are not family members
 - complete a self declaration of criminal history , if invited for an interview
 - At a formal interview the same questions have to be asked and answers scored
 - complete a DBS check if the role they are going to perform meets the threshold for the legal requirement for a DBS check
 - the volunteer to agree to the Christchurch code of conduct and safeguarding policy
 - a commitment to undertake regular safeguarding training and supervision
- A volunteer agreement should be provided and signed