



Morpeth Parish

St James the Great + St Mary the Virgin + St Aidan

## **Safer Recruitment Policy**

**2024**

**Created by D Bass-Pickin PSO**

**Adopted by the PCC .....**

Safer recruitment is a vital factor in keeping children and vulnerable adults safe in church environments.

It is essential that when Morpeth Parish employs staff or engages volunteers to work with children and vulnerable adults, that it adopts a consistent and rigorous approach in the recruitment and selection process. The aim is to ensure that those recruited are suitable for such an important and responsible role.

The purpose of safer recruitment is ultimately to:

- Deter, from the beginning of the recruitment process. It is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse.
- Identify and reject. It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions and obtaining the right information, alongside references and DBS checks, can assist in finding out who is suitable for the role and who is not.
- Prevent and reject. Having a comprehensive induction process and appropriate policies and procedures in place is vital, alongside
- training and raising awareness within the organisation of safeguarding can, potentially, identify and prevent abusers.



## **The Recruitment Process**

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment. This includes ensuring that:

- There is a written job description and person specification for the post. Job Descriptions and Person Specifications will be created through a thorough analysis of the role and will be created on the Safer Recruitment Hub.
- Those applying have completed an application form and a self-declaration form.
- Those shortlisted have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained, and followed up where appropriate.
- A relevant criminal record check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant including safeguarding training.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Morpeth Parish will follow the 4 steps of:

- Advertise
- Interview
- Decision
- Offer



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## After the Offer

- No volunteer or employee will commence the role without all steps, checks and information being obtained. This includes Application form, signed Self Declaration forms, references, safeguarding training and DBS checks. (**Individual Risk Assessments maybe required in some instances**).
- All employees and volunteers will have an induction where all relevant policies and procedures are explained, all relevant information is passed on and any queries can be addressed.
- All volunteers and employees will have a probationary period of at least 3 months and will have regular contact with a named manager.

## Equal Opportunities

We believe that all people are created equal in the sight of God, and we seek to promote all the organisation's activities in ways which recognise and encourage that principle. We recognise that discrimination is unacceptable.

The aim is to ensure no job applicant, employee or volunteer is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

Equal opportunities will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

## Our Commitment

Morpeth Parish supports wholeheartedly TOWARDS A SAFER Church and is committed to ensuring all are aware of and take seriously all aspects of safeguarding and their responsibility in that, with an end to ensuring all are safe.