

Safer Recruitment Process 2023

Ministry Leads are responsible for initiating the process for recruiting new volunteers - New applicants will have needed to be known for 6 months

Following an initial conversation, applicants will be assigned a job title and will be sent a role description and application form.

When this has been completed and returned, the ministry lead and another staff member/volunteer leader will arrange a zoom interview with the applicant which will be recorded or notes retained and filed.

In the case of **foreign nationals** moving to the UK and wishing to serve in a role at B&A which would require a DBS check, Safer Recruitment will follow the .gov guidelines appropriate to the countries in which they have lived. A DBS check will be required for the duration (usually 6 months or longer) that they have been in the UK. In addition, we will ask for three references:

1. From an employer in the country in which they lived prior to moving to the UK
2. From a church leader in the country in which they lived prior to moving to the UK.
3. From a member of B&A who has known them for 6 months and, where possible, one whose first language is the same as theirs.

The final part of the safer recruitment for foreign nationals is an interview after six-months in post with the relevant Ministry Lead. This gives the Ministry Lead an opportunity to review whether they are suited to this ministry."

Sarah Yates, (as Lead Recruiter) will send appropriate paperwork to applicants by email (renewals require this paperwork & a role description to sign)

For DBS: self-declaration form/ referees form/instructions for accessing online application/identity docs required

For non-DBS: referees form/identity docs required

Paperwork returned to Sarah Yates who requests references

(referees form (& self-declaration form for DBS) returned by email or paper)

For DBS: The applicant completes the online data entry

(help can be provided for this stage of the application)

The applicant contacts Sarah Yates

or Wendy Massey to arrange to have their documents checked & copied

For DBS: On completion of the application, Sarah Yates

receives an email confirming the DBS application and the applicant will receive a certificate in the post. Once your certificate has arrived in the post the original will need to be seen by Sarah Yates

Process Complete

For DBS - Once the notification has been seen and the two referees have been completed then the applicant has completed the process. Applicants names will be passed to PCC secretary and to the Diocese - this will be completed by Sarah Yates.

For non DBS the process is complete when the references have been completed

Parish Training

Applicants will be sent the short form of the Parish Safeguarding Policy & data policy and advised about what training they require for their new role, this is likely to include Basic Awareness and Foundation modules (C0 & C1) of safeguarding training on Diocese website. (Training can be completed before a DBS application has been made or completed)

DBS renewals need to be completed every 3 years