



**St. Peter's**  
F I L T O N

**Safer Recruitment**  
**Policies and Procedures**  
**Issue 2**

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Signed, PCC Chairman	



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## Introduction and Terminology

### What is Safer Recruitment?

Safer Recruitment is the practice of ensuring that all paid and volunteer staff are recruited in a way that ensures those individuals have the values and skills to do the work we ask of them, and that people who present a risk to children or vulnerable adults do not work with them.

By recruiting safely we ensure that those who lead, guide and work with the most vulnerable people are there to do good rather than to cause harm.

The policy statement of the Diocese of Bristol is as follows:

**We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of Disclosure and Barring Service disclosures.**

St Peter's Church is answerable to the Diocese and therefore adheres to this policy statement. St Peter's Church complies with guidance from the Diocese, available to view on their website, excerpts of which are in this document.

The Diocese of Bristol is committed to implementing safer recruitment practice in the recruitment of all licenced ministers, volunteers and employees.

The relevant vetting scheme is that of the Disclosure and Barring Service (DBS). Further information can be found here:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>



## Safer Recruitment Policy

St Peter's Church is fully committed to ensuring equal opportunities for all, regardless of race, religion or background, whilst at the same time maintaining excellent standards of safety for those within the church community, especially children, young people and vulnerable adults.

In line with the Diocesan Policy on Safer Recruitment, St Peters is committed to implementing safer recruitment practice in the recruitment of all licensed ministers, employees and volunteers.

Whilst the Disclosure and Barring Service is used within the recruitment of volunteers/employees, the suitability of an applicant to work with children or adults at risk is never solely dependent on the outcome of a DBS check and the full safer recruitment process will be used to determine suitability of the candidate for the role.

Where a position becomes available, St Peter's Church is committed to implementing the policy of the diocese within its own recruitment process. This involves an informal discussion with applicants, as well as an application form to fill in, references to be sought, and a DBS check where necessary. In certain cases, and in consultation with the applicant, St Peter's Church reserves the right to make any further character enquiries considered necessary.

It is the responsibility of the Rector and the PCC to employ all parish staff and volunteers.

Those who work with children and/or vulnerable adults, and those who supervise workers, who are eligible for a DBS check, will be required to undertake that check prior to starting any role, whether employed or voluntary.

DBS checks are co-ordinated via the Parish Safeguarding Officer (see contact list). Details of DBS checks are kept in a locked filing cabinet at the Rectory, and only the Rector and the Safeguarding Officer have access to this.

DBS Disclosures will be reviewed as a matter of course every 5 years.

The minimum age for a worker is 16, as this is the minimum age for obtaining a DBS disclosure. St Peter's Church regards it as essential that the level of maturity and experience of a person aged 16-18 are assessed during the recruitment process. Such applicants would also be closely supervised in order for them to work well and safely whilst they build this knowledge and experience.

Where people under the age of 16 assist in activities as helpers, they will always be supervised by another named worker and never be in a position where they are providing unsupervised care of children. They are not included in staff/children ratios.

Appropriate recognition of an individual's experience and qualifications will be given, throughout the Safer Recruitment process, for both paid and volunteer positions.

Volunteers will work a probation period of one month, unless otherwise agreed based on discussions prior to starting work.

All volunteers will be given an appropriate information pack, which has been approved by the Standing Committee in conjunction with the leaders of the relevant group/activity. All procedures contained within are applied consistently to all those who hold the same position.

Appropriate training will be offered at the start of any period of employment (paid or unpaid) and where necessary/appropriate throughout the duration of employment.

Any individual, who is offered a position (paid or unpaid) will be given a clear description of their roles and responsibilities. This will be confirmed with them verbally prior to the start of the employment, and supplied in writing with the offer letter, inviting them to take up the position applied for.

For each position, paid or volunteer, every effort will be made to fulfil as far as is practicable, the requirements of the Safer Recruitment Policy and Procedures.



## **Safer Recruitment Policy: Disclosure & Barring Service (DBS)**

St Peter's Church, Filton is committed to the fair and sensitive use of disclosure information, and where an applicant feels that this has not happened an appeal service will be available. Details of such process can be obtained in writing from the Diocesan Office (Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU).

Any individual seeking to volunteer directly with children, or in close relation to children &/or vulnerable adults (as defined in St Peter's Safeguarding policy) shall, without exception, be required to enter and follow the DBS procedure.

St Peter's Church will ensure that all positions, paid or otherwise, will be assessed in terms of the need for DBS requirements to be fulfilled.

Where an individual is interested in applying for a position (paid or otherwise) they will be notified, before the application goes any further, whether there is a DBS requirement and the level of that requirement.

Where the DBS procedure is deemed necessary the offer of that position will be subject to receipt of satisfactory disclosure information.

All individuals applying for positions within the church (paid or otherwise) will be asked to sign a confidential declaration to assist with the recruitment process. This will be kept strictly confidential and seen only by the Parish Safeguarding Officer(s) and Rector.

Where the DBS procedure is followed the Parish Safeguarding Officer will be responsible for updating these every 5 years.

If an individual feels that they have not been treated fairly or sensitively at any point in the recruitment process, or thereafter, they should notify the Parish Safeguarding Officer and Rector. Recourse can also be sought through the Diocesan Secretary from the address above, by submitting an appeal/complaint in writing with their name and address, the nature of the appeal/complaint, the date of the disclosure document and the identity of the body responsible for making the decision, namely the PCC of St Peter's Church, Filton.



## Safer Recruitment Procedure: Obtaining Disclosure from DBS

All applicants of paid posts or volunteer positions within the Parish of Filton where the position is seen to be in authority within the Church Community, whether or not the position requires direct responsibility for the care of children, under direction from the Diocese, a disclosure will be required from the DBS. Such positions include but shall not be limited to Rector, Curate, Churchwardens, Sub-Deacon, Choir Master, Verger, Tower Captain, Parish Safeguarding Officers, Treasurer, as well as all youth workers.

Under direction from the Diocese, a rolling programme will be started to check existing post holders.

1. The applicant telephones the DBS to complete an application form. The form is completed with the applicant by the DBS over the telephone. (The registered body number will be needed at this point – 20708500009)
2. The DBS sends the completed form to the applicant.
3. The applicant signs the form and takes it to a Counter-signatory with two pieces of identification, one of which should show photographic evidence and the other confirmation of the applicant's current address (typically passport, driving licence, recent utility bills).
4. The countersigned form is returned to the DBS.
5. The DBS send a copy of the Disclosure to the applicant and the Counter-signatory.
6. The Counter-signatory notifies the suitability of the appointee.

NOTE: There will be a number of counter-signatories around the Diocese. The Diocesan Secretary is the Lead Signatory for the Diocese.



## **Safer Recruitment Policy: Recruiting Ex-Offenders**

St Peter's Church, Filton, is committed to providing respect to all individuals and strives to implement a fair recruitment practice, in line with the Diocesan Safer Recruitment guidelines, implemented through the St Peter's Safer Recruitment Policy.

As a charitable organisation, we diligently use the Disclosure and Barring Service (DBS) to assess applicants suitability for positions of trust. We undertake not to discriminate unfairly against any individual on the basis of a spent conviction, or any other information revealed.

An individual will be asked to go through the DBS procedure, after the application portion of the 'Safer Recruitment' process has been fulfilled, and it is deemed both proportionate and necessary to the position concerned.

Throughout the Safer Recruitment process, it will be made clear if an individual is to undergo the DBS check. All applicants are encouraged to provide details of any unspent convictions (as defined in the Rehabilitation of Offenders Act 1974) at an early stage of the Safer Recruitment process.

If the nature of the position means that it is not proportionate or relevant to obtain a DBS check, the individual instead will be required to complete a 'Self Disclosure Form'. Any information enclosed will be seen only by the Rector and the individual facilitating the DBS check. Where applicable, consent will be sought to forward a copy of any information which is disclosed to the Diocesan Safeguarding Adviser, after which a decision will be made, based on advice given as to whether the Safer Recruitment process for the position advertised can continue.

St Peter's Church, Filton, believes strongly in, and seeks to show the love and forgiveness of God. Therefore having a Criminal Record will not necessarily prevent any individual from working or volunteering within the church. The decision will be dependent upon the nature of the position and the background of any offences.

Where a caution, conviction or additional information is disclosed by the individual or through the DBS procedure, the individual's consent will be sought to forward a copy of such information to the Diocesan Safeguarding Adviser (DSA). In such a situation, the DSA will make contact with the individual to discuss the information and circumstances, and any further action needed before providing the recruiter, namely the PCC of St Peter's Church Filton, with a Risk Assessment. This Risk Assessment will include a recommendation that it is safe to proceed, that the recruiter can proceed with certain amendments, or that the recruitment should not proceed. Any decision made will be communicated with the individual by the recruiter, namely the PCC of St Peter's Church, Filton.

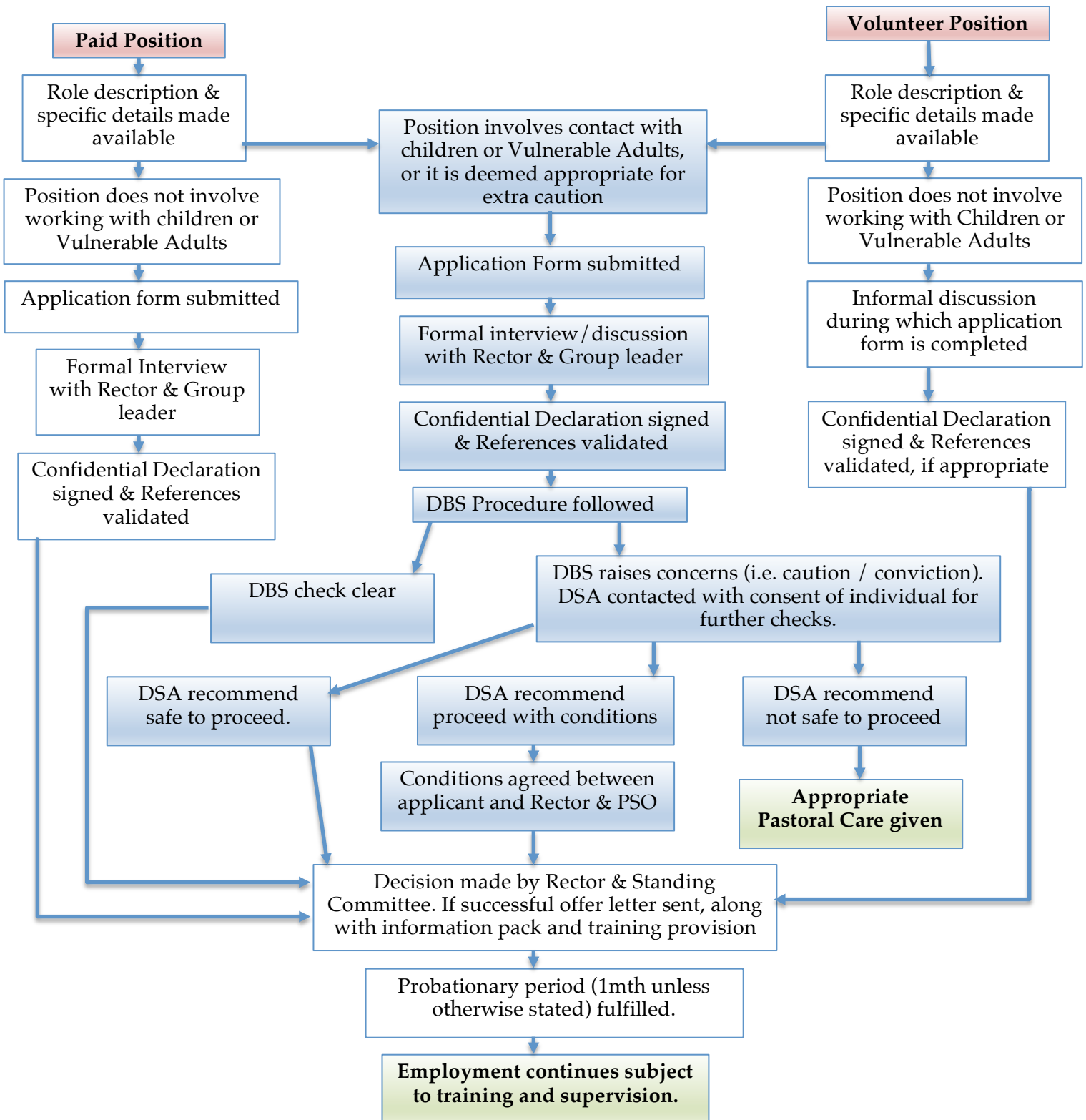
Failure to reveal information relevant to a position sought could lead to withdrawal of that offer of employment/voluntary work. Failure to consent with the Risk Assessment provided by the Diocesan Safeguarding Officer will result in any offer of employment/voluntary work being withdrawn.

This policy applies to all paid workers and volunteers recruited by the Rector and PCC on behalf of St Peter's Church, Filton.





# Safer Recruitment Procedure





## Safer Recruitment Contact List

POSITION	NAME	CONTACT DETAILS
Rector	The Revd Elizabeth L.A. Gregory	01179 312 808 07528518968 (Emergency only) <a href="mailto:rector@stpeterschurchfilton.com">rector@stpeterschurchfilton.com</a>
Parish Safeguarding Officer for Children	Anne Duke	01179 497 288 07712 811152 <a href="mailto:anneduke@outlook.com">anneduke@outlook.com</a>
Parish Safeguarding Officer for Vulnerable Adults	John Chapman	01179 311 844 <a href="mailto:john1768@sky.com">john1768@sky.com</a>
Youth Worker	Debs Williams	07974 148628 <a href="mailto:deborahmjwilliams@yahoo.co.uk">deborahmjwilliams@yahoo.co.uk</a>
Diocesan Safeguarding Adviser	Adam Bond	01179 060 100 <a href="mailto:adam.bond@bristoldiocese.org">adam.bond@bristoldiocese.org</a>
Diocesan Disability Adviser	The Revd Alice Kemp	07709 767 647 <a href="mailto:alice.kemp@bristoldiocese.org">alice.kemp@bristoldiocese.org</a>

Further information on Diocesan Policy & Guidelines on Safer Recruitment can be found at <http://www.bristol.anglican.org>

For help or information regarding the Disclosure & Barring Service (DBS) visit their website <https://www.gov.uk/government/organisations/disclosure-and-barring-service> contact their helpline on 03000 200 190 or email [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk)

NOTE: Please consider the method of communication used, ensuring as far as possible it is done so securely and in line with best practice including the General Data Protection Regulation 2018. For example:

- Classified information not left in a Voicemail
- Use initials rather than full names in emails
- Mark letters 'Confidential'



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**St. Peter's Church, Filton**

The Revd Elizabeth L.A. Gregory, *Rector*

The Rectory, Rectory Lane,  
Filton, Bristol BS34 7BE

Tel: 01179 312808 or 07452 992 122

rector@stpeterschurchilton.com

Date

Name and address

RE:

Dear

Thank you for your offer of help at St Peter's Filton. In order to proceed with the application process, we will need to fill out the attached form. This will be done as part of an informal discussion with you. I am sure you will appreciate that we need to follow a Safer Recruitment process and this is why we need some extra information about you.

However, as we have a wide variety of roles here in Church, not every question will be appropriate to every role, and so you may not need to provide all the information requested on the form.

I am very much looking forward to getting to know you better and I appreciate all the help you are able to offer to the Church.

With kindest regards

Revd Elizabeth L A Gregory  
Rector, St Peter's Church Filton



# St. Peter's FILTON

## Application Form

Name

What do you like to be called?

Address

Telephone numbers (landline and mobile)

Why would you like this role?

What qualifications do you have that would be useful in this role?

What experience do you have that would make you perfect for the role?

What jobs have you had in the past and why did you leave?

Are there any gaps in your employment history and why is this?

Can you give us the names and contact details of two people who could tell us more about you? (Please ensure you have their permission to share their details.)

Ideally a current/previous employer	Someone who can vouch for you personally
-------------------------------------	--

What are your interests and hobbies?

Can you tell us more about why you think you'd be perfect for this role?

*I confirm that the information I have supplied in this document is true and that I agree to a DBS (Disclosure Barring Service) check being carried out where necessary, should I be successful in my application.*

In line with the General Data Protection Regulation 2018, we will keep this application form on file until a recruitment decision has been made. If you are unsuccessful this form will be destroyed 6 weeks after the decision has been made. If you are successful, your data will be kept so that we can contact you in line with your work.

Signed

Full name

Date





**St. Peter's Church, Filton**

The Revd Elizabeth L.A. Gregory, *Rector*

The Rectory, Rectory Lane,  
Filton, Bristol BS34 7BE

Tel: 01179 312808 or 07452 992122

rector@stpeterschurchilton.com

Date

Name and address

RE: CONFIDENTIAL DECLARATION

Dear

Please use the space below to provide any information that may need to be taken into consideration throughout the Safer Recruitment Process, for example any unspent convictions or a criminal record.. If there is no such information, please simply write 'none' in the space below.

Declaring this information now can assist in the Safer Recruitment Process.

Please return this in the envelope provided directly to the Rector or person facilitating the Safer Recruitment Process.

This information will only be seen by those who need to see it as part of the recruitment process and will be treated sensitively at all times.

Many thanks for your co-operation and understanding.

Revd Elizabeth L A Gregory  
Rector, St Peter's Church Filton



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The Revd Elizabeth L.A. Gregory, *Rector*

The Rectory, Rectory Lane,  
Filton, Bristol BS34 7BE

Tel: 01179 312808 or 07452 992 122

rector@stpeterschurchilton.com

Date

Name and address

RE: Reference Request for [Insert name]

Dear

The person above has applied to become [Insert position]. This will involve [Insert particular duty, stressing where position involves working with children &/or Vulnerable adults]. He/She has given your name as someone who would be able to comment on their suitability for this position.

I would be most grateful if you could comment on their suitability by completing the form below.

With kindest regards

Revd Elizabeth L A Gregory  
Rector, St Peter's Church Filton



## Reference

NAME OF REFEREE:

CONTACT TELEPHONE NUMBER:

OCCUPATION:

How long have you known this person?

In what capacity do you know them?

What, in your view makes them suitable for the position applied for?

Is there anything about this person that would make him/her less suitable for some aspects of this role? *(Please specify)*

How would you describe his/her personality and motivation?

Is there anything else you wish to add about this person?

**Please answer the below questions only if the role involves working with children or vulnerable adults, as specified in the covering letter.**

Do you have any reason to be concerned about this person being in close contact with children or young people? *If yes, please give details.*

Do you have any reason to be concerned about this person being in close contact with vulnerable adults? *If yes, please give details.*

SIGNED:

DATE:

Has the individual who has applied for the position seen this reference?

*Many thanks for completing this form.*

In line with the General Data Protection Regulation 2018, we will keep this application form on file until a recruitment decision has been made. If the applicant is unsuccessful this form will be destroyed 6 weeks after the decision has been made. If the applicant is successful, your data will be kept so that we can contact you further if necessary.



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The Rectory, Rectory Lane,  
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Tel: 01179 312808 or 07452 992 122

rector@stpeterschurchilton.com

Date

Name and address

RE:

Dear

Thank you for your offer of help at St Peter's Filton. We welcome you and we look forward to your contribution towards the life of St Peter's.

Just to confirm a few details, you'll be..... (volunteering in the Coffee Shop/Helping in Sunday Club...) on (Days) from (start time) to (finish time).

All the information you need to help you in your role can be found in your welcome pack.

In line with the General Data Protection Regulation 2018, your details will be kept on file to contact you regarding your position.

I look forward to seeing you in church very soon. Please do not hesitate to ask if there is anything you are unsure of.

With kindest regards

Revd Elizabeth L A Gregory  
Rector, St Peter's Church Filton

