

ALL SOULS PARISH CHURCH HARLESDEN

SAFER RECRUITMENT POLICY

INTRODUCTION

Whether those we recruit at All Souls are paid workers or volunteers we are committed to having a safer recruitment policy and procedure in line with our overall commitment to Safeguarding. The general aim is to deter unsuitable applicants applying for roles with vulnerable groups whether children or adults. However, it is our desire to ensure that all candidates are treated fairly, consistently and in compliance with the relevant legislation. We are committed to fair and focussed hiring practices and to safeguarding those in our care.

We will ensure that:

- Our commitment to safeguarding is highlighted in any advertisement for vacant positions, and more generally on our website, on the noticeboards within the church and verbally by raising the profile of safeguarding within the congregation and by all users of our premises.
- Everyone is aware of their responsibilities in relation to safeguarding. It is not just the responsibility of one person but all of us.
- In advertising for a particular post, we will ensure that there is a job description, which outlines support and ongoing training, the induction or mentoring that will be involved and our commitment to Safeguarding. At interview stage at least one of the panel will have undertaken Safer Recruitment Training.
- If the post involves work with children or vulnerable adults we will make it clear at the beginning of the recruitment process that a Self-Declaration Form will be required to be completed, that references will be taken up, and that a DBS check will be made at the pre-employment stage.
- If there is an issue in regard to these pre-employment checks we are committed to treating people fairly and in line with good Safeguarding Practice.

Although our safeguarding procedures are constantly monitored by our Safeguarding Officer, the PCC, and those in our church who work with children and vulnerable adults, this policy will be reviewed annually at the first meeting of the PCC after the APCM.

Date approved by PCC: 4th April 2019

Date of review: 3rd September 2023