

## **SAFER RECRUITMENT POLICY ST. ANDREW'S, ENFIELD**

Safer recruitment practices form part of a network of checks and balances which will minimize the possibility of appointing inappropriate individuals to work with vulnerable groups. They are one of the essential four elements of 'safe care' practice, which are:

- effective, clear appointment/recruitment procedures and practices;
- explicit and shared standards;
- clear, reliable supervision arrangements;
- access to appropriate training opportunities.

Appointments to all roles within St. Andrew's will be in line with the Church of England's "Protecting all God's Children" (2010), and Safeguarding Recruitment Policy and Practice Guidance (2014). Each appointment to both paid and voluntary posts will be subject to a recruitment process, vetting checks and a mandatory six month probationary period. Good appointment and support processes will therefore include: ·

- clarity about what the post involves and the kind of person to occupy it (role description/ person specification);
- completion of confidential declaration forms enabling information to be openly explored;
- consistent interviewing and assessment methods, where identity is verified (by seeing photographic evidence i.e. a passport or new style driving licence);
- requesting appropriate, specific references to ascertain a person's suitability for the role;
- checking and rechecking regularly that the individual is suitable to work with vulnerable people;
- clear and thorough risk assessment to enable 'safe' appointments to be made;
- using the 'Volunteer Agreement' and 'Code of Conduct' to guide best practice; and
- provision of appropriate means of induction, supervision, training and ongoing support.

Those appointing to both paid and voluntary posts will use the recruitment process as an opportunity to satisfy themselves that the person has the knowledge, skills, experience and integrity for the work.

Volunteers will not be appointed to children's or vulnerable adults' work until they have been regular members of the St. Andrew's congregation for a sufficient length of time for them to become known and trusted by the wider church community.

Children (under the age of 18) wishing to volunteer will never be left alone with responsibility for a child/group of children or vulnerable adult(s) and will be supervised at all times. Safer Recruitment principles will still be applied and one of the references must be provided by their Head Teacher/Head of Year. They will also count as a child in any ratios of adults to children when involved in children's work.

This Policy was ratified/reviewed and ratified by the PCC on: 15 July 2015.

Signed:

**JULY 2015**