



Safer Recruitment Policy (21st November 2022)

Review date: 21st November 2023

RELEVANT POLICIES AND GUIDANCE

This document spells out how the diocesan and national guidance on safer recruiting is put into practice at Trinity Church Buxton, and forms a vital part of our safeguarding policy. The policy provides a logical approach to recruitment of volunteers and staff into specific ministries. Up to date Trinity Church Buxton safeguarding documents, and the national guidance statements are available via the church website www.trinitybuxton.org.uk/safeguarding.

SCOPE OF THIS POLICY

This policy must be followed for all employed or volunteer appointments to roles within the church which involve substantial contact with children and/or vulnerable adults. These are called regulated activities for the purposes of safer recruitment. For completeness, some roles which are not regulated activities are included in this document where basic safeguarding training is recommended. In addition, everyone should be alert to safeguarding issues all the time because this is one of the ways we demonstrate love for one another.

RESPONSIBILITY FOR APPOINTMENTS

Overall responsibility for the oversight of the appointment of all paid staff and volunteers at Trinity Church Buxton rests with the Church Council. The Church Council has reviewed and accepted this policy as the best way to ensure good recruitment of people into church ministries. It is the responsibility of the Church Council to ensure that the process is carried out correctly.

The appointment of leaders and helpers for individual ministry areas is the same in principle whether the ministry is led by an existing member of staff or by a volunteer, and the same in principle whether this is an existing or a new ministry.

Once established, each area of ministry should have a named person who is responsible for safely recruiting and appointing the leaders and helpers working in that ministry. All responsible persons must have been safely recruited and must either complete Safer Recruitment training or work closely with a named person who has completed it.

The selection of members of paid staff is the responsibility of the Ministers Council, working within this approved framework. HR advice is recommended when employing paid staff.

The process for selection and appointment of the minister is detailed in the constitution and in the original indenture for Trinity Church and is also expected to follow the principles within this document.

All staff and volunteers are formally validated by the Church Council upon completion of the appointments process. The Church Council also reviews and updates the safer recruitment policy annually.

APPOINTMENTS PROCESS

The process should always begin by writing a brief Ministry Overview which includes a description of the aims and nature of the activity and a Role Description which should include a job description, a person specification and a volunteer agreement.

These short documents should include:

1. A brief overview of the ministry/church activity
2. A job description
3. A person specification
4. Who the person is responsible to
5. What induction/support/training is available
6. Safeguarding training requirements including DBS if needed
7. Settling in period and review arrangements
8. C of E Code of safer working practice (found in Appendix 5)

A named person should then be responsible for following through the appointments process, which is described below and is detailed in the tables which follow.

Once the Ministry Overview and Role descriptions have been prepared the role should be advertised. For volunteer roles this will usually simply be a notice in the service sheets. If no-one volunteers, suitable people can be approached individually. They should be given the prepared documents and the C of E Code of safer working practice. The responsible person should meet informally with the volunteer to talk through the documents and answer questions. If the person wishes to take up a new role they should sign the volunteer agreement. Induction, and safeguarding training ongoing support in the form of team meetings and annual review should be in place. Where DBS check is required, this must be completed before the person is discussed at Church Council for validation. Safeguarding training should be completed within the first three months of taking up the role.

Each role is categorised depending on its level of responsibility and safeguarding training and the specific appointment process can then be followed using the relevant table in this document.

Separate tables are included for under 18s, and for elected roles (Church Council and Church wardens)

All current roles are listed in the attached spreadsheet.

NOTES ON DBS CHECKS

1. The DBS check is a small part of the application process and should not be regarded as a cover-all.
2. DBS checks should be renewed every 3 years, unless a volunteer's role changes, when the DBS will need updating. The Safeguarding Administrator will be in contact with the volunteer before their renewal date. Please note, it is a criminal offence to carry out an enhanced or enhanced with barred lists DBS check on roles that are not eligible.
3. Overseas criminal records checks need to take place if a person has lived, worked or volunteered outside the UK for 6 months continuously in the last 10 years.

RECRUITMENT OF EX-OFFENDERS POLICY

Please refer to the Trinity Church Buxton policy on the Recruitment of Ex Offenders in Appendix 1.

Role	Role level	Person responsible for appointments	DBS required? (at level defined by Derby Diocese)	Church Council Validation category C = Children V = Vulnerable Adults	Reading Trinity Safeguarding Policy	Basic Awareness Training	Foundations Training	Leadership Training	Safer Recruitment Training	Domestic Abuse Awareness Training
Coffee rota team member	0	Mike Smith	No	N/A	✓	✓				
Music team member	0	Sarah Crispin	No	N/A	✓	✓				
PA/AV team member	0	Nigel Reid	No	N/A	✓	✓				
Trinity Lunch team member (if not having contact with people present)	0	Maria Todd	No	N/A	✓	✓				
Coffee rota team leader (Mike Smith)	1	Church Warden	No	N/A	✓	✓	✓			
Music team leader (Nigel Reid, John Eastwood and Anne Purser)	1	Sarah Crispin	Yes	C	✓	✓	✓			
PA/AV team leader (Nigel Reid)	1	Church Warden	Yes (if there are under 18s on the team)	C	✓	✓	✓			
Trinity Lunch team member (if having contact with people present)	1	Maria Todd	Yes	VA	✓	✓	✓			
Creche leader	1	Anna Watkin	Yes	C	✓	✓	✓			
Children's leader/helper (inc. Holiday Club and Schools' Work)	1	Anna Watkin	Yes	C	✓	✓	✓			
Youth leader/helper	1	Anna Watkin (11-14) / David Barnsley (14-18)	Yes	C	✓	✓	✓			
Cake & Company helper (Anne Tromans and Liz Denno)	1	Maria Todd	Yes	VA	✓	✓	✓			
Still Waters helper	1	PSO in conjunction with Meg Pritchard and Carol Bullivant	Yes	VA	✓	✓	✓			
Volunteer drivers	1	Person who is responsible for the group requiring a driver	Yes	C and/or VA	✓	✓	✓			
Supervisors	1	PSO	Yes	VA	✓	✓	✓			
Pastoral Care team members	1	David Barnsley	Yes	VA	✓	✓	✓			B
Stay & Play leader	1	Anna Watkin	Yes	C	✓	✓	✓			
Growth Group leaders (inc. Thursday Fellowship)	1	David Barnsley	Yes (if there are under 18s or vulnerable adults in the group)	C and/or VA	✓	✓	✓			B
Stewards/Welcomers (Growth Group leaders)	1	Kate Smith	No	N/A	✓	✓	✓			

Role	Role level	Person responsible for appointments	DBS required? (at level defined by Derby Diocese)	Church Council Validation category C = Children V = Vulnerable Adults	Reading Trinity Safeguarding Policy	Basic Awareness Training	Foundations Training	Leadership Training	Safer Recruitment Training B = Best Practice	Domestic Abuse Awareness Training B = Best Practice
Music Co-ordinator (Sarah Crispin)	2	Minister's Council (named person)	Yes	C	✓	✓	✓	✓	B	B
Person with overall responsibility for creche (Anna Watkin)	2	Minister's Council (named person)	Yes	C	✓	✓	✓	✓	B	B
Person with overall responsibility for children's work, Schools' work and Holiday Club (Anna Watkin)	2	Minister's Council (named person)	Yes	C	✓	✓	✓	✓	B	B
Person with overall responsibility for youth work (Anna Watkin to year 9, Dave Barnsley years 10-13)	2	Minister's Council (named person)	Yes	C	✓	✓	✓	✓	B	B
Person with overall responsibility for Stay & Play (Anna Watkin)	2	Minister's Council (named person)	Yes	C	✓	✓	✓	✓	B	B
Cake & Company Leader (Maria Todd)	2	Minister's Council (named person)	Yes	VA	✓	✓	✓	✓	B	B
Still Waters Leader (Meg Pritchard and Carol Bullivant)	2	Minister's Council (named person)	Yes	VA	✓	✓	✓	✓	B	B
Trinity Lunch Leader (Maria Todd)	2	Minister's Council (named person)	Yes	VA	✓	✓	✓	✓	B	B
Pastoral Care team leader (David Barnsley)	2	Minister's Council (named person)	Yes	VA	✓	✓	✓	✓	B	B
PSO & Safeguarding Team members	2	Church Warden	Yes	C and VA	✓	✓	✓	✓	✓	✓
Church Council Member	Elected role	Chair of Church Council	Yes	C	✓	✓	✓		B (if involved in recruitment)	
Church Warden	Elected role	Chair of Church Council	Yes	C and VA	✓	✓	✓	✓	B (if involved in recruitment)	B

LEVEL 0 ROLES RECRUITMENT PROCESS CHECKLIST

Volunteer Name: _____ **Role:** _____

Responsible person: _____

Step no.	Step information	Date	Initials
Form starts with person responsible for recruitment			
1	Advertise the role e.g. in the service sheet notices.		
2	If necessary, approach a potential volunteer.		
3	Ask potential volunteer to look at Ministry Overview and Role description.		
4	Have an informal chat with the potential volunteer, inc. discussing the Ministry Overview, Role description and safeguarding.		
5	The Safeguarding Administrator is to be notified of appointment.		
Please pass form to Safeguarding Administrator			
6	The Safeguarding Administrator to contact the volunteer regarding reading the Trinity Safeguarding Policy and completing Basic Awareness training.		

INDUCTION, SETTLING IN PERIOD and REVIEWS
to be completed by the person responsible for recruitment

Induction and settling in period: 6 months.

Ongoing support: Informal chat at least annually with Responsible person.

Step no.	Step information	Date	Initials
1	Induction completed		
2	Settling in period cleared		
3	First annual review completed		

LEVEL 1 ROLES RECRUITMENT PROCESS CHECKLIST

Volunteer Name: _____ **Role:** _____

Responsible person: _____

Step no.	Step information	Date	Initials
Form starts with person responsible for recruitment			
1	Advertise the role e.g. in the service sheet notices.		
2	If necessary, approach a potential volunteer.		
3	Ask potential volunteer to look at Ministry Overview, Role description/ Volunteer Agreement and Code of safer working practice.		
4	Have an informal chat with the potential volunteer, inc. discussing the Ministry Overview, Role description/Volunteer Agreement and Code of safer working practice.		
5	If person is new to Trinity Church or unknown to us, 2 references are required to show the individuals suitability for the role (as found in Appendix 2).		
6	If wishing to proceed with beginning the role, the volunteer should sign the Volunteer Agreement (to be signed and returned within 7 days).		
	The Safeguarding Administrator is to be notified of pending appointment.		
Please pass form to Safeguarding Administrator			
7	Where a DBS is required for the role, the Safeguarding Administrator will ask the volunteer to complete a Confidential Declaration form and ID checks (inc. completing overseas criminal records checks if required).		
8	The volunteer will be sent a link from from Safeguarding Administrator to complete their DBS application online.		
9	Once completely online, the Safeguarding Administrator will confirm the ID details entered on the DBS application.		
10	Upon confirmation from Derby Diocese that we may proceed with the appointment, Church Council will be asked to validate the new volunteer. This must be minuted.		
11	The responsible person will then be notified that the volunteer can begin their role		
12	The Safeguarding Administrator to contact the volunteer regarding reading the Trinity Safeguarding Policy and completing Basic Awareness and Foundations training.		

INDUCTION, SETTLING IN PERIOD and REVIEWS
to be completed by the person responsible for recruitment

Induction and settling in period: 6 months.

Ongoing support: Informal chat at least three times a year (can include team meetings) plus any role specific training that can be offered (e.g. conferences, books etc)

Step no.	Step information	Date	Initials
1	Induction completed		
2	Settling in period cleared		
3	First annual review completed		

LEVEL 2 ROLES RECRUITMENT PROCESS CHECKLIST

Volunteer Name: _____ Role: _____

Responsible person: _____

Step no.	Step information	Date	Initials
Form starts with person responsible for recruitment			
1	Advertise the role e.g. in the service sheet notices.		
2	If necessary, approach a potential volunteer.		
3	Ask potential volunteer to look at Ministry Overview, Role description/ Volunteer Agreement and Code of safer working practice.		
4	If a volunteer is interested in the role, they should complete a brief application form outlining their relevant experience, understanding of the gospel etc (Appendix 4) and providing names of 2 referees.		
5	Applicants should be shortlisted by at least 2 people (which should include the person responsible for the appointment). Those who were unsuccessful should be contacted.		
6	Shortlisted applicants should then be interviewed by at least 2 people inc. the people who shortlisted. The interview should include discussing the Ministry Overview, Role description/Volunteer Agreement and safeguarding.		
7	References should be requested.		
8	The interview panel should then decide whether to appoint. Successful applicants should be contacted.		
9	If wishing to proceed with beginning the role, the successful applicant should sign the Volunteer Agreement (to be signed and returned within 7 days).		
	The Safeguarding Administrator is to be notified of pending appointment.		
Please pass form to Safeguarding Administrator			
10	Where a DBS is required for the role, the Safeguarding Administrator will ask the volunteer to complete a Confidential Declaration form and ID checks (inc. completing overseas criminal records checks if required).		
11	The volunteer will be sent a link from from Safeguarding Administrator to complete their DBS application online.		
9	Once completely online, the Safeguarding Administrator will confirm the ID details entered on the DBS application.		
10	Upon confirmation from Derby Diocese that we may proceed with the appointment, Church Council will be asked to validate the new volunteer. This must be minuted.		
11	The responsible person will then be notified that the leader can begin their role.		
12	The Safeguarding Administrator to contact the volunteer regarding reading the Trinity Safeguarding Policy and completing Basic Awareness, Foundations and Leadership training.		

INDUCTION, SETTLING IN PERIOD and REVIEWS
to be completed by the person responsible for recruitment

Induction and settling in period: 6 months.

Ongoing support: Meeting at least three times a year with the Responsible Person (can be included in relevant team meetings) plus any role specific training that can be offered (e.g. conferences, books etc)

Step no.	Step information	Date	Initials
1	Induction completed		
2	Settling in period cleared		
3	First annual review completed		

ELECTED ROLES (Church Council Members and Church Wardens) RECRUITMENT PROCESS CHECKLIST

Volunteer Name: _____ Role: _____

Responsible person: _____

Step no.	Step information	Date	Initials
Form starts with person responsible for recruitment			
1	Advertise the role in church notices including Job Description, Charity Trustee information and Safeguarding training requirements.		
2	Names of those nominated to be given to Minister, Associate Minister or Church Wardens, along with the names of those proposing them and those seconding them. The Constitution states that one Church Warden must be proposed by the Minister.		
3	Prior to election, a declaration must be made by the candidate that he/she is not disqualified. They must also complete the declaration as laid out in the Constitution. This declaration must be properly scrutinised by the responsible person.		
4	Names of those nominated to be published on the service sheet for 2 Sundays before the Annual/Extraordinary Church Meeting.		
5	New Church Council Members/Church Wardens to be elected at the Annual/Extraordinary Church Meeting, if necessary by voting.		
6	The newly appointed Church Council member/warden must acknowledge their acceptance of the office of being a Church Council member/warden by signing the declaration found in the Constitution and on page 9.		
7	Church Council member/Church Warden can now begin their role.		
Please pass form to Safeguarding Administrator			
8	The Safeguarding Administrator will ask the Church Council Member/Church Warden to complete a Confidential Declaration form and ID checks (inc. completing overseas criminal records checks if required).		
9	A DBS to be applied for at level on Diocesan list. (The appointment to an elected office is not conditional upon the receipt of satisfactory criminal record checks or references and once elected, the person concerned is validly elected to his/her office)		
10	The Church Council member/Church Warden will be sent a link from from Safeguarding Administrator to complete their DBS application online.		
11	Once completely online, the Safeguarding Administrator will confirm the ID details entered on the DBS application.		
12	The Safeguarding Administrator will contact the Church Council member re: reading policy and completing Basic Awareness and Foundation training for CC members, with the addition of Leadership training for Church wardens.		
13	The group leader will then be notified that the volunteer can begin their role		
14	The Safeguarding Administrator to contact the volunteer regarding reading the Trinity Safeguarding Policy and completing Basic Awareness and Foundations training, with the addition of Leadership training for Church Wardens.		

Term of service: Normally 5 years with option to stand for election again.

In addition Church Wardens should be formally elected annually at the Annual Church Meeting as laid out in the constitution.

Ongoing support: Council and Church Wardens should meet once a year with the Chair of the Church Council.

Further information and clarification on the appointment of elected roles can be found in the Constitution.

The following 2 points are taken from the Church of England Safer Recruitment Policy:

- The Safeguarding & Clergy Discipline Measure 2016 amended the relevant current legislation (i.e. the Churchwardens Measure 2001 and the Church Representation Rules, which form part of the Synodical Government Measure 1969) so that an individual is disqualified from being chosen for the office of churchwarden or “nominated, chosen or elected or from serving as a member of a parochial church council, a district church council or any synod” or from acting as “secretary or treasurer of a parochial church council” if an individual is found to be on any DBS barred list. In addition, there are further provisions that disqualify individuals from the aforementioned roles if found to be convicted of an offence contained in Schedule 1 of the Children and Young Persons Act 1933. This particular disqualification can be waived by the bishop.
- In the vast majority of cases, it will not be possible to check whether a PCC member or churchwarden is on the DBS barred lists. This is because a body can only carry out an Enhanced DBS with barred list check, if an individual is/will be engaging in “regulated activity”. “Regulated activity” is narrowly defined in the Safeguarding Vulnerable Groups Act 2006 (as amended) and generally neither churchwardens nor PCC members will be engaging in such activity. It is, therefore, recognised that the current legislation relies on self-disclosure by an individual and is thus limited in its effectiveness at preventing individuals on any barred list from becoming PCC members and/or churchwardens etc.

Declaration for newly appointed Church Council members from the Trinity Church constitution:

**Schedule 1
Declaration**

I _____ desiring to be a member of the Church Council of Trinity Church, Buxton declare:-

- a. I consider myself to be a believing Christian having Jesus Christ as my Lord and Saviour.
- b. I accept and will abide by the Constitution of Trinity Church, Buxton.
- c. I wholeheartedly believe the Doctrinal Basis of Trinity Church, Buxton.

Declaration for newly appointed Church Warden from the Trinity Church constitution:

10.5.6 Qualifications of Churchwardens

In character the men and women appointed as Churchwardens must be servants at heart, wanting to serve and build up the body of Christ and enabling the pastoral leaders of the Church to fulfil their responsibilities. They must be mature Church Fellowship Members and committed to pray for the Church, its life and ministry. At the annual general meeting of the Church Fellowship Members the Churchwardens who are elected are to sign the following declaration:

“I _____ desiring to hold the office of Churchwarden in Trinity Church, Buxton do hereby declare:

- a) I consider myself to be a believing Christian trusting Jesus Christ as my Lord and Saviour.
- b) I accept and will abide by the constitution of the Church.
- c) I wholeheartedly believe the Doctrinal Basis of the Church.”

and if anyone appointed as a Churchwarden refuse or fails to sign such a declaration within 28 days of their appointment then their appointment will automatically cease.

UNDER 18s ROLES RECRUITMENT PROCESS CHECKLIST

Volunteer Name: _____ **Role:** _____

Responsible person: _____

Step no.	Step information	Date	Initials
Form starts with person responsible for recruitment			
1	Advertise the role e.g. in service sheet notices.		
2	If necessary, approach a potential volunteer (speaking to parents/guardians first).		
3	Ask potential volunteer to look at Ministry Overview, Role description/ Volunteer Agreement and Code of safer working practice (having first spoken to the child's parents/guardians).		
4	Have an informal chat with the potential volunteer, inc. discussing the Ministry Overview, Role description/Volunteer Agreement and Code of safer working practice. Either a second DBS'd adult or a parent should be present, or this meeting should take place when others are around e.g. after a Sunday service.		
5	If person is new to Trinity Church or unknown to us, 2 references are required to show the individuals suitability for the role (as found in Appendix 2).		
6	If wishing to proceed with beginning the role, the volunteer should sign the Volunteer Agreement (to be signed by child and parent and returned within 7 days).		
7	The Safeguarding Administrator is to be notified of pending appointment.		
Please pass form to Safeguarding Administrator			
8	Safeguarding Administrator to ask parent to help child complete a Confidential Declaration.		
9	Upon receipt of a clear Confidential Declaration, Church Council will be asked to validate the new volunteer. This must be minuted.		
10	The responsible person will then be notified that the volunteer can begin their role		
11	Responsible person to arrange an informal chat to talk about safeguarding (with parents and/or another DBS'd adult present)		

INDUCTION, SETTLING IN PERIOD and REVIEWS
to be completed by the person responsible for recruitment

Induction and settling in period: 6 months.

Ongoing support: Informal chat at least twice a year (can include team meetings) plus any role specific training that can be offered (e.g. conferences, books etc)

Step no.	Step information	Date	Initials
1	Induction completed		
2	Settling in period cleared		
3	First annual review completed		

Recruitment process for employed roles

Follow Church Of England Safer Recruitment and People Management Policy:

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

Safeguarding requirements:

- Reading the Trinity Church Buxton Safeguarding Policy
- Completing Basic Awareness Safeguarding Training
- Completing Foundations Safeguarding Training
- Some employed roles require completion Safeguarding for Leadership training (to be renewed every 3 years)
- Some employed roles require a DBS certificate
- Some employed roles may require other training courses to be completed (for example Safer Recruitment, Domestic Abuse Awareness).

APPENDIX 1

Policy for the recruitment of ex-offenders

The aim of this policy is to state Trinity Church Buxton's (TCB's) approach towards employing people, or recruiting volunteers, who have criminal convictions.

TCB is committed to equality of opportunity for all job applicants and volunteers and aims to select people for employment or voluntary work on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

TCB will therefore consider ex-offenders for employment or as volunteers on their individual merits. TCB's approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013

Jobs covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013

TCB will not automatically refuse to employ or recruit a particular individual just because he/she has a previous criminal conviction.

During job interviews or volunteer interviews, TCB will ask job applicants or potential volunteers to disclose any unspent convictions, but will not ask job applicants or potential volunteers questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant or potential volunteer has a conviction that is not spent and if the nature of the offence is relevant to the job for which he/she has applied or the voluntary post for which he/she is being asked about, TCB will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment or the voluntary post.

Jobs that are exempt from The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 (e.g. working with those under 18 or vulnerable individuals)

If the job or voluntary post into which TCB is seeking to recruit is one of the excluded jobs listed in The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013, TCB will require the applicant/potential volunteer to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job/voluntary role concerned). Even in these circumstances, however, TCB will not refuse to employ/recruit as a volunteer a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

Furthermore, if the job/voluntary role is exempt, TCB will, once it has selected the person to whom it wishes to offer employment/a voluntary role, seek documentary evidence about that person's criminal convictions. TCB will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for a standard, enhanced or enhanced with DBS barred lists check (as appropriate). TCB will pay the fee for obtaining the appropriate criminal records certificate (for paid non-clergy staff). Criminal records checks for voluntary posts are free. Where the individual is member of the DBS update service, TCB will, with his or her permission, ask Derby Dioceses to carry out a status check on any current certificate.

Data protection

TCB processes information about an individual's criminal convictions in accordance with its Data Privacy Notice. In particular, data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee or volunteer data constitutes a data breach and should be reported in accordance with the organisation's Data Privacy Notice immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

Once an individual is recruited, information about his/her criminal record gathered in the course of the vetting process will not be transferred to his/her personnel file.

APPENDIX 2

Volunteers Registration

Full name: _____

Title: Mr / Mrs / Miss / Dr / Rev / Other: _____

Former names: _____ and dates used _____

Address (inc. postcode): _____

Telephone number: _____

E-mail address: _____

Date of birth: _____

Previous church attended: _____

Name of Minister/Church Warden: _____

Are you prepared to undertake appropriate training? YES/ NO

NB: All information will be held safely and in confidence, in accordance with GDPR.

References: Please give the name, address, telephone number and position or relationship of two people who know you well, including one who has previously managed or supervised your work with children, young people or vulnerable adults.

(1) Name: _____ Position/relationship: _____

Address: (inc. postcode): _____

Telephone: _____ Email: _____

(2) Name: _____ Position/relationship: _____

Address: (inc. postcode): _____

Telephone: _____ Email: _____

APPENDIX 3



Trinity Church Buxton, Hardwick Mount, Buxton, Derbyshire, SK17 6PR
admin@trinitychurchbuxton.org.uk
01298 26962

From the Rev. Bob Marsden, Incumbent

Date

To:

Dear

REQUEST FOR REFERENCE FOR THE POSITION OF A VOLUNTEER IN THE CHURCH

Re:

Post applicant applying for:

The above has given your name as someone who may be contacted in relation to their application to work in the church. Guidelines from the Government and the Church of England states that all voluntary organisations including churches take steps to safeguard the vulnerable groups entrusted to their care.

I would be grateful if you could comment on the following factors as they may apply to the applicant:

- *previous experience with regard to the position applied for*
- *their reliability and honesty*
- *their commitment to treat all children, young people and vulnerable adults as individuals and with equal concern and with due respect to their background and culture*
- *any evidence or concern that they would not be suitable to work with regard to the position they have applied for*

Please use the questions on the reverse of this letter for your reply. Thank you for your assistance.

Please send you reference to our Safeguarding Administrator (admin@trinitychurchbuxton.org.uk or by post to Kate Smith, Trinity Church Buxton, Hardwick Mount, Buxton, SK17 6PR).

Yours sincerely

The incumbent, or on behalf of the incumbent.

How long have you known the applicant and in what capacity?

His / her* previous experience of working with children / vulnerable adults:

His / her* ability to provide kind, consistent and safe care:

Evidence of his / her* willingness to respect the background and culture of children / vulnerable adults experiencing:

His/ her* commitment to treat all children / vulnerable adults as individuals and with equal concern:

Any evidence or concern that he / she* would not be suitable to work with children / vulnerable adults?

Name: _____ Position/relationship: _____

Signature: _____

Telephone contact point for clarification: _____

**Please delete as appropriate*

N.B. All information will be held in accordance with GDPR

APPENDIX 4

Level 2 roles Application Form

APPENDIX 5



THE CHURCH
OF ENGLAND

The Code of Safer Working Practice

The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

Upholding the Code

All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

All those working on behalf of the parish with children, young people and adults must:

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

In addition, those working with children and young people must:

- Always aim to work with or within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults must not:

- Use any form of physical punishment;
- Be sexually suggestive about or to an individual;
- Scapegoat, ridicule or reject an individual or group;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any one individual or group;
- Allow an individual to involve them in excessive attention seeking;
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person;
- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- Befriend children, young people and adults who may be vulnerable on social media;
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

In addition, for children and young people, must not:

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity);
- Smoke or drink alcohol in the presence of children and young people, except when this is a social situation with family members/carers present, eg a parish party¹
- Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

Acceptable Touch

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below:

- Ask permission before you touch someone;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention);
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive;

¹ For the avoidance of doubt this document does not apply to church services, including Holy Communion.

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
- Touch should be in response to a person's needs and not related to the worker's needs. Touch should be age appropriate, welcome and generally initiated by the child, not the worker.

UPDATES

v2, 12/10/20

- Addition. Appendix 6: Volunteers Registration form.
- Addition. Appendix 7: References request letter and form.

v3, 21/11/22

- Policy overhauled and rewritten in line with new Church of England Safer Recruitment and People Management Policy (June 2021)