

SAFER RECRUITMENT

All organisations working with children and young people and vulnerable adults must have in place effective processes for safely recruiting and vetting employees and volunteers.

1. Pre-Selection

- a. Identify the role
- b. Write volunteer role description
- c. Risk assess the role re: CRB and ISA Vetting and Barring Scheme status*

2. Selection

- a. Ask candidate to complete the confidential declaration
- b. Ask the incumbent to check and appropriately store (or a church warden during interregnum)
- c. Interview candidate; to include (with regards to the role)
 - i. motivation
 - ii. attitude
 - iii. appropriate behaviours

3. Post-Selection / Pre-Appointment

- a. Obtain 2 references (preferably from referees outside of the church or community)
- b. Obtain appropriate level CRB check*

*all new recruits (paid and voluntary) should obtain an Enhanced CRB Disclosure prior to beginning their role. Existing staff who have previously obtained a Disclosure through the Diocese will be asked to apply for a renewal at the appropriate time. Those who have not obtained a Disclosure from the Diocese will be asked to apply alongside registering with the Independent Safeguarding Authority Vetting and Barring scheme as part of a phased programme from July 2010

Where to find the information on the Diocesan website:

Confidential Declaration:

http://www.stedmundsbury.anglican.org/pages/admin/policy/Confidential_declaration11_sept08.pdf

CRB flowchart:

<http://www.stedmundsbury.anglican.org/pages/admin/policy/CRB%20flowchart.pdf>