



**joyfully serving Jesus**

## **Recruitment Procedure**

1. Any appointment of an employee or Helper at any regular Activity organised by or operating under the PCC of Holy Trinity is to be referred to the Parish Safeguarding Officer (PSO) for noting upon the Register of Employees and Helpers maintained by him and to give an opportunity for guidance upon the following particular requirements as appropriate to the position.
2. Any position where a Disclosure and Barring Service (DBS) disclosure is required or that needs to be filled by a Christian (that is any position concerned with the teaching, explanation or nurturing of the Christian faith or dealing with liturgical aspects of the worship at Holy Trinity), or both, will be identified as such in any application form, job advert or recruitment brief – where a DBS disclosure is needed any offer of employment or appointment will be conditional upon this step being fulfilled and reviewed.
3. Any new employee or appointee as described who is to have involvement with Children and Young People or Vulnerable Adults will need to obtain a DBS disclosure and should be advised of such. The process for obtaining a DBS disclosure will entail completion of an online application involving an Identity check and examination of original documentation by the PSO. Such persons and any other applicant to be an employee or appointee are to be offered a copy of The Holy Trinity Equal Opportunities Policy (EOP)
4. A short interview or assessment as to the applicant's suitability matched to the needs of a job description for the position under consideration will be carried out.
5. Usually – unless the applicant is known personally (but in any event for an employed role) – there will be a requirement to take up two references utilising a reference questionnaire AND at the same time every applicant should complete a Confidential Declaration for consideration by the Parish Safeguarding Officer.
6. Where a DBS application results in a disclosure or otherwise the Confidential Declaration discloses a Criminal Conviction then a particular discussion will be required in accordance with the Equal Opportunities Policy to review if the proposed appointment can proceed or whether any offer of appointment is withdrawn.
7. As appropriate to the position applicants will be provided with or given the opportunity to inspect the EOP, the DBS Code of Practice and the Holy Trinity Policy for Handling, Use, Storage, Retention and Disposal of Disclosures and Disclosure Information (HUSR&D) together with the Statement of Fair Processing of the Churches Child Protection Advisory Service (CCPAS) who will undertake any necessary DBS check.
8. Every successful Applicant for a position involving work with Children and Young People or Vulnerable Adults will be required to sign a Contract Agreement acknowledging receipt and reading of the Diocesan Safeguarding Guidelines in this respect and further agreeing to accept training as and when required.
9. In any other instance a note of acknowledgement of the appointment including or referring to the description of the same should be provided to the appointee and a copy filed.
10. Any position requiring a DBS disclosure will need the same reviewed every five years.

Approved by the PCC: 30 April 2018