

SAFER RECRUITMENT POLICY

All Souls Parish Church Harlesden

INTRODUCTION

Safer recruitment practice is essential to All Souls Parish Church's approach to safeguarding. Safer recruitment refers to the whole recruitment process, including application forms, confidential declarations, role descriptions, references, interviews and criminal record checks.

To ensure only the most suitable people are recruited to work with children and/or adults experiencing or at risk of abuse or neglect, churches we follow the Church of England [Steps to Safer Recruitment](#).

At All Souls Parish Church, we accept and endorse the principles set out in '[Safer Recruitment and People Management Guidance](#)', which came into effect on the 4th January 2022.

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 concerning safeguarding. It is not just the responsibility of one person but all of us.
- In advertising for a particular post, we will ensure that a job description outlines the support and ongoing training, the induction or mentoring that will be involved, and our commitment to safeguarding. At the interview stage, at least one of the panels will undertake 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 with these pre-employment checks, we are committed to treating people fairly and keeping them in line with good safeguarding practices.

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.

This Policy was last discussed and approved by the Parochial Church Council (PCC) on 11th September 2024

Signed: *Revd Dr Adam Dobrzynski*