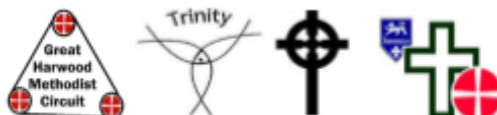


Great Harwood Circuit Safer Recruitment Policy and Procedure

“Committed to CREATING SAFER PLACES
for our church and community”



This policy was agreed at a Circuit Council held on 25th November 2019

Statement of principles

Introduction

The Methodist Church is committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within our churches, in line with Safer Recruitment principles.

This means that we will

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults who may be vulnerable from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards, responding positively to changing understandings of good safer recruitment practice.
- Produce and disseminate practice guidance on safer recruitment for the Methodist church, ensuring that such practice guidance is compatible, and keep it updated.
- Always seek advice from the district safeguarding officer to achieve best possible practice.
- Ensure training on safer recruitment practice guidance.
- Introduce systems for monitoring adherence to the churches' safer recruitment practice guidance and review them regularly.
- When recruiting complete safer recruitment checklist before a candidate takes up their position **(FM0004)**

Safer Recruitment Procedure

- A suitable person may be identified for the role and approached.
- If not, the post should be advertised via newsletter/notice board; that should contain all relevant information and the job role.
- Before the person accepts the role there must be a discussion about what will be expected.
- Safer recruitment checklist must be completed with the applicant **(FM0004)**

- An applicant must have two positive references. Each referee will receive a reference letter **(FM0005)** and will complete form R Reference Questions **(FM0006)**
- The role holder must have an up to date DBS in place. To allow for flexible working the DBS application must cover CHILDREN YOUNG PEOPLE VULNERABLE ADULTS VOLUNTARY (REGULATED ACTIVITY)
- Safeguarding training must be completed within 6 months of appointment
- Volunteer agreement and role outline given and signed. Minor changes can be made where there are variances in the different churches **(FM0007)**
- Applicant must have read and understood the church safeguarding policy
- Confidential declaration Signed **(FM0008)**
- Sign Keyholder Declaration form if appropriate to the role **(FM0009)**

Paid Positions

- Paid positions will be subject to the same checks as voluntary positions
- A small group of people will be appointed to carry out the recruitment process. They will be responsible for developing a job description, person specification, interview questions and the resulting interview.

This policy will be reviewed annually by the Circuit Meeting.

The date of the next review is: November 2021

Dated – 25th November 2019

Signed – Rev G Hays - Chair

Signed – C Talbot - Circuit Safeguarding Officer