



Catshill Baptist Church

Safe Recruitment Policy

**Catshill Baptist Church, Milton Road, Catshill,
Bromsgrove, Worcestershire, B61 0NA**

This document has been prepared based on guidance from the Baptist
Union of Great Britain

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1. Purpose: why recruitment procedures?

As with all statutory and voluntary organisations working with children, young people and adults at risk, it is important that Catshill Baptist Church (CBC) should have good procedures in place to ensure that the right people are appointed to share in this task, and that those people are then trained and supported.

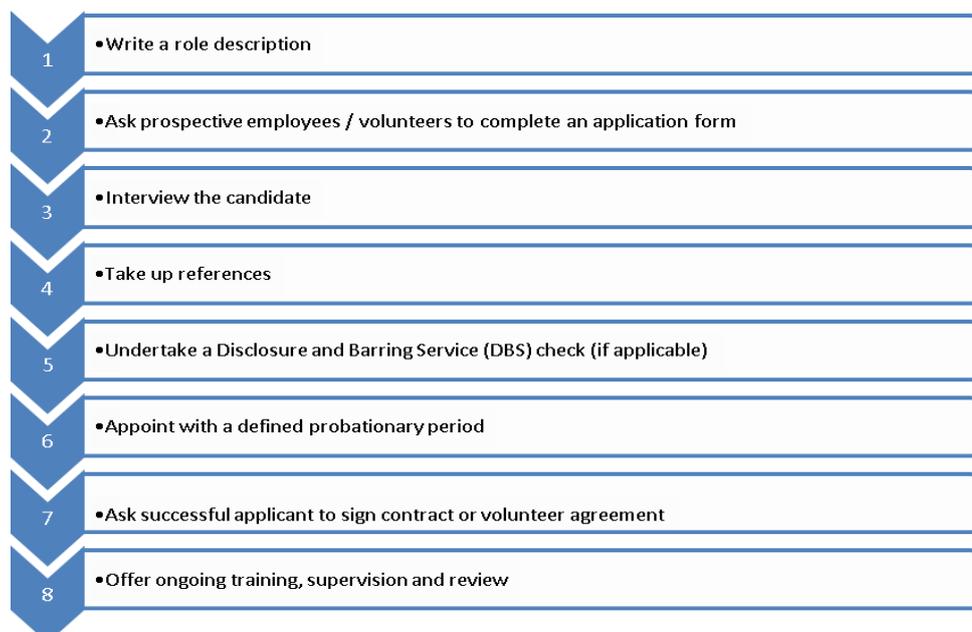
The need to safeguard children, young people and adults at risk adds to the importance of adopting a robust appointment process and good support structures for those working with them. Not least, it is vital to ensure that inappropriate people are prevented from working in the life of the church. The need for safety is paramount as we seek to give children, young people and adults at risk the best experience we can.

Once appointed, it is also important that all of those who work with children, young people and adults at risk continue to receive training in the church's safeguarding policy and procedures, and are properly supervised and supported in their work.

It is important to have very clear procedures in place for the appointment of those who work with children, young people and adults at risk, whether paid or unpaid. Good recruitment practice has been identified as one of the key measures that organisations should adopt if they are serious about safeguarding.

2. The Recruitment Process.

CBC has adopted an eight-stage recruitment process for those working with children, young people and adults at risk, summarised as:





Each of these steps is outlined below with an explanation of why they are important in the context of safeguarding. These steps are to be implemented by the person responsible for finding a new paid / unpaid worker/volunteer.

In addition, the following appointments need to be formally approved by the Leadership Team: Lead for Children's Ministry, Lead for Young People's Ministry, Lead for Pastoral Care.

Those participating in any part of the recruitment process should not be involved in the appointment decision involving a close family member.

Young people who are assisting as helpers should be appointed in the same way as adults, but will need their parent's permission and should only undertake roles where adult supervision will be in place at all times. Please refer to the Safeguarding Children and Young People Policy for more information.

2.1 Writing a Role Description

A role description should include:

- the aims of the group the person will be working for;
- a summary of the responsibilities to be taken on;
- the time commitment anticipated (including setting up, clearing up, preparation during the week, leaders meeting, training);
- who the person is accountable to;
- who and what the person is responsible for;
- where appropriate, a statement that the person appointed will be required to apply for an Enhanced DBS Disclosure;
- a statement that the person appointed will be expected to work within the policy and procedures of the church's relevant safeguarding policies;
- a statement that the person will be required to attend church-approved Safeguarding Training

A clear role description should be written by the person undertaking the recruitment and is important for safeguarding for the following reasons:

- research has shown that children, young people and adults at risk are better safeguarded in organisations where those who are working with them have clearly defined responsibilities and roles;
- volunteers are given confidence that the church takes its work with children, young people and adults at risk seriously when they are given a clear role, knowing to whom they are accountable and for whom they are responsible
- the role description will enable the church to determine whether the position comes into the definition of a 'regulated position'.

A clear role description enables the church to think through who is suitable for a role, rather than just taking on anybody. The role description should be given to any candidate for a position before they complete an application form.



2.2 Complete an Application Form

Every candidate for a position working with children, young people or adults at risk in the church should be expected to complete CBC's volunteer application form. This will help CBC treat all candidates in the same way, however well they are known.

The form requests the following information:

- a full history of work with children and young people, whether paid or voluntary, with dates;
- a full history of church involvement (current and previous), with dates;
- reasons why the candidate wishes to work with children, young people or adults at risk;
- a statement of the gifts and qualities the candidate thinks they would bring to the role;
- a signed declaration that there is nothing in the candidate's past that would call into question their suitability to work with children, young people or adults at risk
- names and contact details of two referees.

The form also includes:

- a statement about the church's safeguarding policy and the need to apply for an Enhanced DBS Disclosure and the candidate's consent to this.

The application form is important for safeguarding purposes because:

- it reinforces the value that CBC places on work with children, young people and adults at risk, and the seriousness with which the church takes the appointment of workers;
- it gives a clear signal to any who are intent on abusing the trust placed in them that the church is vigilant about the safety and protection of children, young people and adults at risk;
- it provides important information about a candidate's history of work with children, young people or adults at risk and their motivation. This information can be followed up in the face to face interview. If, for example, someone has moved from church to church, each time getting involved in children's and young people's work for only a relatively short time, this is an issue that should be taken up in the interview. Large gaps in the history may prompt questions about the person's background.

2.3 Interview Candidates

A face-to-face interview should be held with each person who is appointed to work with children, young people or adults at risk. The interview should be conducted by at least two people. Neither of those interviewing should be related to the candidate. The interview for volunteers will inevitably be more informal than an interview for paid employment. However, the conversation should be structured and should help you to decide whether or not the person is suitable to work with children, young people or adults at risk, and whether the candidate has the gifts to work in the particular role and co-operate well with the other leaders of the group.

The interview should explore the following:

- the candidate's gifts and abilities and their motivation for working with children, young people or adults at risk;
- the candidate's past experience of working with children, young people or adults at risk;
- their experience with the particular age group they will be working with;



- their reasons for moving on from previous work with children, young people or adults at risk;
- anything in the application form (their employment record, gaps in their history, their church involvement, etc) that gives rise to question or concern
- their awareness of the importance of safeguarding policies and practice;
- whether or not the candidate has ever been suspected of harming children, young people or adults at risk in any context or had children removed from their care.

The interview should also provide the opportunity

- to assess any training and support needs the candidate may have;
- for the candidate to ask any questions they may have about the work.

The interview is important for safeguarding reasons because:

- it reinforces the value that the church places on work with children, young people and adults at risk and the seriousness with which the church takes the appointment of workers;
- it gives an insight into the candidate's motivation for working with children, young people or adults at risk;
- it enables an exploration of the candidate's past experience which may reveal indicators of concern.

The interview should be conducted with more than safeguarding matters in mind. It should principally be about discerning the mind of Christ with the candidate to determine whether or not they are called and equipped by God for the task of ministry with children, young people or adults at risk.

2.4 Take up References

At least two references should be taken up before any candidate is appointed. It is important that the references should be as relevant as possible for someone applying for such a position of trust. Do not assume you know what someone is like outside of the church environment.

The following guidelines should be followed when seeking references:

- at least one of these references should be from outside CBC;
- the referees must not be relatives or related by marriage;
- the referees must be over 18;
- at least one of the referees should be able to talk about the person's ability to work with children, young people or adults at risk (and if possible with the particular age group with which they will be working);
- if the person concerned is currently working with children, young people or adults at risk, or has done so in the past, then a reference should come from the employer or organisation concerned;
- if the applicant has come to you from another church within the relatively recent past, always ask that church for a reference.

Do not be afraid to talk to referees when you have read their reference – it will help you to understand better what they have said and may clarify any ambiguity in the reference.

Taking up references is important for safeguarding children and young people as it helps a church to establish a more rounded picture of the candidate's suitability.



2.5 Check the Candidate's Criminal Record

A DBS check should be undertaken, which will mean that the candidate will need to produce relevant documentation and complete and submit an on-line DBS form. The Church Secretary will need to be informed of the need to undertake this check. Please refer to the relevant safeguarding policy for more information on DBS checks.

2.6 Appoint with a defined Probationary Period

If the result of the interview and reference process and the DBS check is acceptable, the preferred candidate can be appointed and the Agreement for Volunteers Form completed. The length of a probationary period must be agreed at the time of appointment. This period is an opportunity for the candidate to decide whether volunteering/working within the role at CBC meets their expectations and an opportunity for CBC to decide whether the person is indeed suited to the role.

2.7 Sign Volunteer Agreement

On appointment, every volunteer/paid worker should receive a full copy of CBC's relevant safeguarding policy and sign the CBC Agreement for Volunteers Form (please refer to Section 2.6). In doing so, the successful candidate is agreeing to work at all times within the terms of the relevant safeguarding policy and procedures and to attend relevant training sessions.

2.8 Provide ongoing training, supervision and review

One of the marks of an organisation that is able to respond well to concerns about the welfare of children, young people and adults at risk is that there is a well-defined structure of supervision of those working with children, young people and adults at risk. The word 'supervision' is used here in the general sense of defining a working relationship in which one person is accountable to another rather than literally being present while the person is undertaking their task.

All new workers will need to be supervised more closely during their probationary period and until you are sure that they are working safely and within CBC's relevant safeguarding policies. All volunteers should be allocated a supervisory contact that should be named on the CBC Agreement for Volunteers Form. The named person should induct them into the role, provide supervision and be available to provide support the volunteer and answer questions. This need not be the person who undertook the recruitment process.

Training should include training specific to the role, as well as CBC-approved safeguarding training. The safeguarding training will first and foremost protect children, young people and the adults at risk and, in doing so, will also protect the volunteer/worker themselves. In addition, volunteers can help one another maintain the culture of good practice that is the key to safeguarding children and young people. A well-defined structure of accountability will also help to ensure that if one of the workers is behaving inappropriately, that behaviour will be identified and reported promptly to the Designated Lead for Safeguarding.

A formal review should take place at agreed intervals, including at the end of the probationary period. This review provides an opportunity for the volunteer to decide whether volunteering/working within the role at CBC meets their expectations and an opportunity for CBC to decide whether the person is indeed suited to the role. It also provides an opportunity for the volunteer and the person conducting the review to raise any concerns.