

2.1 The Safer Recruitment Process

From: [The Safeguarding Vulnerable Groups Handbook Section 2:1](#) See also Individual Applicant Checklist ([Form 3](#))

1. APPLICATION /INFORMATION FORM (FORM 1)

This asks for information such as: previous experience of working with children/adults and names of two independent referees who can testify to the applicant's employment history or his/ her volunteering work with children and or vulnerable adults.

2. SELF-DECLARATION FORM (FORM 2)

For those who will be working with vulnerable groups this form asks for details of any convictions or on-going criminal allegations, including convictions which are 'spent' under the Rehabilitation of Offenders Act 1974 in accordance with current legislation. The form will be kept securely by a named person within the church for three years.

3. INTERVIEW /INFORMAL MEETING

Applicants for an employed post should be interviewed formally and an informal meeting should take place with each potential volunteer to ensure that they understand their role and responsibilities.

4. DISCLOSURE AND BARRING SERVICE CHECK (DBS)

See the eligibility information and flow charts at 2.4
All workers / volunteers doing regulated activity must do an enhanced DBS check with a check of the relevant barred list. See 2.3
Most other volunteers working with children will be eligible for a DBS check without a barred list check and those working with adults may be eligible if the work meets the frequency requirement.

5. OBTAIN REFERENCES (FORM 4)

References should be sought from two independent people. (See iv below)

6. ARRANGE APPROPRIATE TRAINING.

Safeguarding training is essential for all leaders, workers and volunteers. It should include clear guidelines on how to respond to any concerns and information on best practice when working with children or vulnerable adults. Information about training opportunities is available from the Panel Office

Also note the following:

- i. All forms noted above are available [Section 7](#) of the Handbook and on the [Panel website](#).
- ii. Ensure that a potential volunteer has at least six months' previous involvement with the church community.
- iii. Draw up appropriate guidelines in relation to tasks and duties, including details of accountability and support ([See Appendix 2](#)).
- iv. Obtain at least one reference from someone who has experience of the applicant's paid or volunteer work.. Where the applicant has no experience of such work, references should cover their character and relationships with others. Telephone references should be avoided. Written references should be followed up with a telephone conversation for clarification if needed.
- v. Doubts about an applicant's suitability should always be faced up to; any erring should always be on the side of caution.
- vi. The appointment of employed staff and volunteers should be subject to the successful completion of a probation period.
- vii. Volunteers aged under 18 should always be supported and supervised. Consent of parents/ guardians is needed. 16 is the minimum age for a DBS check.