Title of House of Bishops Safeguarding Guidance	Safer Recruitment and People Management Guidance – **Requirements**
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HOUSE OF BISHOPS SAFEGUARDING GUIDANCE

Safer Recruitment and People Management Guidance – Requirements

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Introduction

The Church of England's safeguarding policy statement 'Promoting a Safer Church' outlines the Church's commitment to promoting a safe environment and culture across all Church bodies[1] for children and vulnerable adults.

One way in which the Church aims to fulfil this commitment is by setting out safer recruitment/appointment processes and ensuring continued vigilance once someone is in

[1] "Church bodies" include parochial church council (PCCs), diocesan bodies (including Diocesan Boards of Finance (DBFs) and Diocesan Boards of Education (DBEs)), cathedrals, religious communities, theological educational institutions (TEIs) and the National Church Institutions (NCIs). This policy will apply to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/ modifications). There is also an expectation that the policy will apply to the Channel Islands and Sodor and Man unless there is specific local legislation in a jurisdiction that would prevent adoption.

role. "Safer Recruitment and People Management" goes beyond simply obtaining a Disclosure & Barring Service (DBS) Certificate. The reality is that many people who have abused or will abuse in positions of trust do not have a criminal record.

"The danger is that too much reliance will be placed on CRB [DBS] checks……
There is a concern that many abusers do not have convictions and that no intelligence is held about them. Therefore, the selection and recruitment process if properly conducted, is an important, indeed essential, safeguard".
(The Bichard Inquiry Report 2004)

The Requirements detailed in this document aim to help Church bodies to:

- Attract the best possible individuals to all roles through inclusive, fair, consistent and transparent processes.
- Identify and reject individuals who are unsuitable by following a **proportionate** but **thorough** selection process.
- Ensure that robust induction, oversight and supervision processes are in place for those working and volunteering with children and vulnerable adults.

Reinforcing the safeguarding and wellbeing of children and vulnerable adults throughout the recruitment process and beyond will help create and maintain a safe and positive environment that inspires trust, enabling them to thrive and grow and have the very best experience of Christian living through the work of the Church.

What is the status and structure of this document?

This Requirements document is safeguarding guidance issued by the House of Bishops under section 5 of the Safeguarding and Clergy Discipline Measure 2016. It is intended that section 5 will be amended in mid-2021, but as the law currently stands all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and parochial church councils must have "due regard" to safeguarding guidance issued by the House of Bishops[2].

A duty to have "due regard" to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. 'Cogent' for this purpose means clear, logical and convincing.

Failure by a member of the clergy to have "due regard" to House of Bishops' safeguarding guidance is an act or omission which may be considered to be misconduct under the Clergy Discipline Measure 2003 ('CDM'). Failure by a licensed reader or lay worker to have due regard to House of Bishops' safeguarding guidance may be grounds for the revocation of that licensed reader's or lay worker's licence by the bishop, and failure by a churchwarden or parochial church council (PCC) may result in an investigation being carried out by the Charity Commission and the churchwarden or PCC members may be subject to disqualification as charity trustees.

It is intended to amend the law to allow the House of Bishops to put in place a new code of practice on safeguarding children and vulnerable adults which will specify both requirements (which will be mandatory) and guidance (which will be advisory). The amendments will also expand the categories of person to whom the requirements apply. We expect that these changes will be introduced in mid-2021.

This document is designed to be used both before and after the law changes. It is structured into sections that contain all "Requirements" which are House of Bishops' guidance to which the people specified above are required to have "due regard" from the date that this document comes into force, and they will also comprise the mandatory parts of the code of practice when that comes into force.

Good Practice Advice and Toolkit

[2] Cathedral chapters will be added to this list when the draft Cathedrals Measure comes into force, which we expect to happen in 2021.

In addition to this document there is a separate document that includes advice and explanation ("Good Practice Advice") to support people in delivering the "Requirements" to a good quality. The Good Practice Advice explains, for example, how to deliver some of the Requirements, sets out some good practice examples, and explains why some Requirements are necessary. This is further supported by a Toolkit which provides templates to be used where there are none already in existence. In recognition of some of the challenges that certain Church bodies will need to manage in respect of volunteers, many of the resources contained in the Toolkit are for volunteer roles.

Whilst the case examples and other associated advice should be considered as good practice to be followed, the duty to have due regard under Section 5 of the 2016 Measure does not apply to the Good Practice Advice and will not be mandatory when the code of practice comes into force.

Minimum Requirements

It should be noted that the Requirements outlined within this guidance serve as a minimum requirement. If Church bodies wish to adopt broader practices and processes that go beyond the minimum requirements, then they are encouraged to do so, as long as they are in keeping with all relevant legislation e.g. you cannot ask individuals if they are barred/to disclose spent convictions if they are not eligible for certain DBS checks.

Even where roles are not identified as having "substantial" contact with children, young people or vulnerable adults, bodies may still wish to implement aspects of safer recruitment practices where an element of safeguarding risk is identified or if individuals hold a position that shapes and influences the culture of a body.

ADD LINK TO WHOLE GOOD PRACTICE ADVICE DOCUMENT AND TOOLKIT

Scope of this document

This policy is intended to sit alongside and work in conjunction with Human Resources (HR) policies and procedures that may already be in place within the Church body, (whether at parish, diocesan or NCI level). Bodies must be mindful of the fact that there are HR related elements not addressed in this guidance as its focus is the safeguarding activity involved with recruitment and people management. Other aspects of HR practice that should be considered include, for example, Diversity, Equality, Data Protection, Employment Law.

The Requirements in this guidance must be followed for the appointment of all roles within a Church body that involve substantial[3] contact with children and/or vulnerable adults, for example, members of the clergy authorised to officiate, Readers/Licensed Lay Ministers (LLMs), lay workers, youth workers, employees and volunteers[4]. The guidance also applies to relevant roles that are performed outside of England, for example where individuals belonging to a Church body participate in overseas/link work. It will also apply to those from other countries who are coming to work in a relevant role and includes exchange programmes.

Elected Roles

For those elected to an office, e.g. churchwarden, member of parochial church council (PCC), see section on Elected Roles below.

Clergy Appointments

For the appointment of clergy this document should be used in conjunction with the Guidelines on Parochial Appointments 2015 found here - Guidance on Clergy Appointments | The Church of England as well as the Episcopal Reference and Clergy Current Status Letter Guidance Notes which can be obtained from the National Church Institution's Clergy HR Team.

Some clergy may be employees of Diocesan Boards of Finance (DBF) or Theological Education Institutes (TEI). However, if the role is being carried out by someone who is ordained, then that person will need to be authorised by the Bishop in order to be able to exercise a ministry. This will be done either providing them with an office (including the issuing of general licence) or granting Permission to Officiate (PTO), in which case this document should be used in conjunction with the House of Bishops policy and procedures for issuing a licence or granting PTO.

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[3] In practical terms, what is trying to be established here is a difference from "casual contact" of the type a shopkeeper would have with children and vulnerable adults. Shopkeepers are likely to come across all types of people whilst working in their shop. The fact that they might come into contact with the vulnerable would not be enough for them to be eligible for an enhanced check and the same principle should be applied to all roles. An enhanced check cannot be carried out just because a role might come into contact with a vulnerable person, (i.e. children or vulnerable adult). In the past this has been referred to by Government officials in relation to eligibility as the "shopkeeper test".

[4] There is no legal definition of a volunteer (How to ensure that volunteers and interns do not acquire employment rights (pinsentmasons.com), however the NCVO defines volunteering as "any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual." NCVO - Volunteering

Lay Ministers

For the appointment of lay ministers who are licensed (including Readers and LLMs) this document should be used in conjunction with any diocesan regulations that cover these roles.

Third Party Suppliers

The Requirements must also be applied to engagement with third parties (for example, a partner organisation/charity, use of agency staff & contractors, ecumenical projects and/or in multi-denominational contexts). The values described in 'Promoting a Safer Church' must be reflected in any agreements or contracts made with third parties and Church bodies must assure themselves that safer recruitment processes and people management standards have and will be followed by the third party and are compliant with the Requirements detailed in this policy.

Terminology

It is recognised that the exact terminology used in respect of one type of role (e.g. "supervisor", "manager", "employer") will not be appropriate to another sort of role and different terminology might be needed. For example, to avoid over-complexity, this policy uses terminology such as "employer" and/or "volunteer" in order to explain what is required whilst recognising that for some roles other terms are required/more appropriate, (for instance it is recognised that clergy are not employees but "office holders").

Proportionate Processes

The Church of England is a complex collection of different organisations with many different roles, paid as well as voluntary. As such, specific appointment processes will vary depending on the exact scope and function of each role as they will need to be **proportionate** to the degree of safeguarding risk and responsibility. For example, the role description for some volunteer positions might be briefer than for an employed position; the range of questions in an interview for some volunteer positions might be more limited than for other volunteer positions with more complex safeguarding responsibilities (e.g. Support / Link Person roles). The "advertising" for a Diocesan Safeguarding Advisor (DSA) or National Safeguarding Team (NST) role will be more substantial than when a parish is seeking volunteers.

Key Principles and Practices

Nevertheless, the key principles and practices detailed in this guidance should be made to apply to all positions in the Church of England which involve substantial contact with children and/or vulnerable adults. Failure to apply these principles and practices exposes children and vulnerable adults to greater risk of abuse by people who will target and exploit

inadequate safeguards. Church Officers[5] must be vigilant to the nature and reality of grooming behaviour. It is recognised that this will pose challenges for some Church bodies but compromising the safety of children and vulnerable adults by not following these principles and practices is not an acceptable response if the Church wants safeguarding to be part of its DNA. Church Officers must not elevate the desire to undertake an activity above the need to do that activity safely.

Irrespective of the specific processes and terminology used for particular roles, the critical elements that must be present in arrangements for the appointment and subsequent continued oversight processes for all roles involving substantial contact with children, young people and vulnerable adults are set out below.

1. Assessment of the role by the Church body to establish and define the level and nature of contact with children, young people and vulnerable adults that the role has, so that there is a clear understanding of the safeguarding dimensions, issues and risks.

2. This assessment can then be used to:

- confirm level of DBS check required in compliance with the DBS eligibility criteria.
- decide what other pre-appointment checks are required before someone starts a role.
- inform the content of a role description and person specification.
- ensure safeguarding messages are present in any advertising/recruitment process.
- ensure the selection process does explicitly explore safeguarding issues with applicants to the role, including people's understanding and experience of safeguarding, and motivation for wanting a role involving contact with children, young people and vulnerable adults.
- determine the level of training requirement.

3. A selection process, which will include an interview as a minimum, with some roles requiring other assessment procedures.

4. Written references are taken up.

5. A Church of England Confidential Declaration form is completed by the applicant (where an enhanced/enhanced + barred list/s DBS is required).

[5] "Church Officer" is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

6. Appointment decisions are informed by someone with the relevant level of safeguarding expertise for the role (i.e. they must have at least the same level of training – if the role needs Foundation level training, someone who has that level should be involved).

7. Once appointed:

- it is clear to whom someone is accountable.
- there are arrangements in place for the continued support and oversight of that person which ensure the safeguarding dimensions of his/her role are kept in view and actively discussed.
- arrangements are made for the person to receive the level of safeguarding training relevant for the role.

Elected Roles

There are a number of roles where individuals are **elected** to various positions within the Church of England, this includes Parochial Church Council (PCC) members and churchwardens. Even if an individual, as part of their elected role, will be working with children and/or vulnerable adults, the appointment to an elected office is not conditional upon the receipt of satisfactory criminal record checks or references and once elected, the person concerned is validly elected to his/her office. [6]

Prior to election, a declaration must be made by the candidate that he/she is not disqualified[7]. This declaration must be properly scrutinised by the responsible person (see **Section 1: Responsibilities**).

Following election, consideration should be given as to whether the individual, as part of their elected role, will be working with children and/or vulnerable adults. If yes, then the Requirements should be followed and such work not undertaken until all appropriate checks have been completed. If the DBS certificate gives a blemished result or a reference contains information which indicates that an individual may be a risk to children and/or vulnerable adults, then consideration will need to be given to the action that must be taken

[6] In practical terms, if it is discovered after the election that the person is barred or have committed a relevant offence, consideration can then be given to what action to take in consequence. That might be that the person is disqualified so his/her seat will be vacated but it could also mean that the Bishop considers using his/her waiver, if not barred but has committed an offence contained in Schedule 1 Children and Young Persons Act 1933.

[7] In accordance with the Church Representation Rules or Churchwardens Measure 2001 (as amended), whichever the case may be.

as a consequence. This may include whether or not the relevant individual is disqualified (see below). In any event, advice must be sought from the Diocesan Registrar and the Diocesan Safeguarding Adviser (DSA) as to what action would be appropriate.

The Safeguarding & Clergy Discipline Measure 2016 amended the relevant current legislation (i.e. the Churchwardens Measure 2001 and the Church Representation Rules, which form part of the Synodical Government Measure 1969) so that an individual is disqualified from being chosen for the office of churchwarden or "nominated, chosen or elected or from serving as a member of a parochial church council, a district church council or any synod" or from acting as "secretary or treasurer of a parochial church council", if an individual is found to be on any DBS barred list. In addition, there are further provisions which disqualify individuals from the aforementioned roles if found to be convicted of an offence contained in Schedule 1 of the Children and Young Persons Act 1933 which can be found here. This particular disqualification can be waived by the bishop.

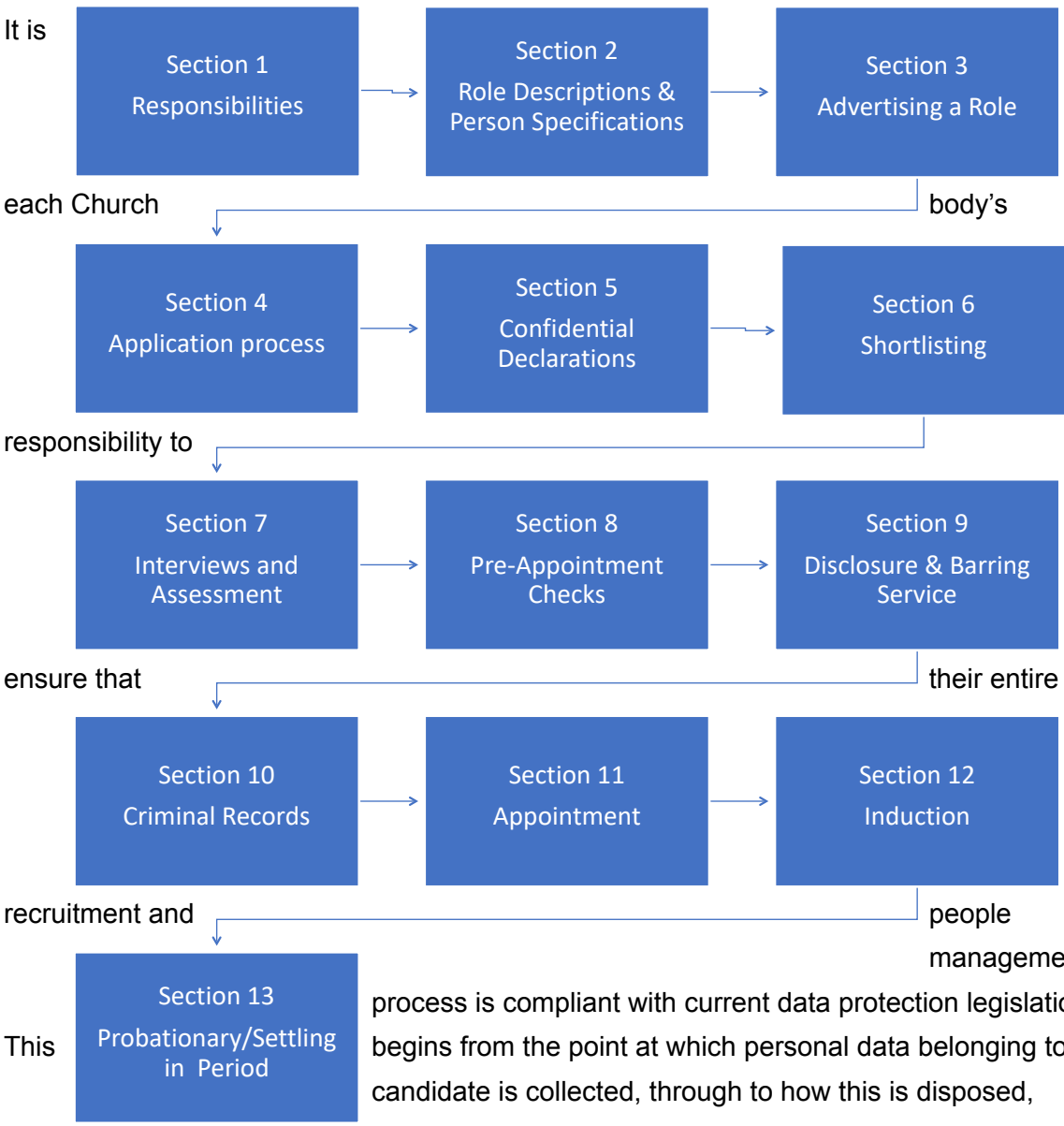
In the vast majority of cases, it will not be possible to check whether a PCC member or churchwarden is on the DBS barred lists. This is because a body can only carry out an Enhanced DBS with barred list check, if an individual is/will be engaging in "regulated activity". "Regulated activity" is narrowly defined in the Safeguarding Vulnerable Groups Act 2006 (as amended) and generally neither churchwardens nor PCC members will be engaging in such activity. It is, therefore, recognised that the current legislation relies on self-disclosure by an individual and is thus limited in its effectiveness at preventing individuals on any barred list from becoming PCC members and/or churchwardens etc.

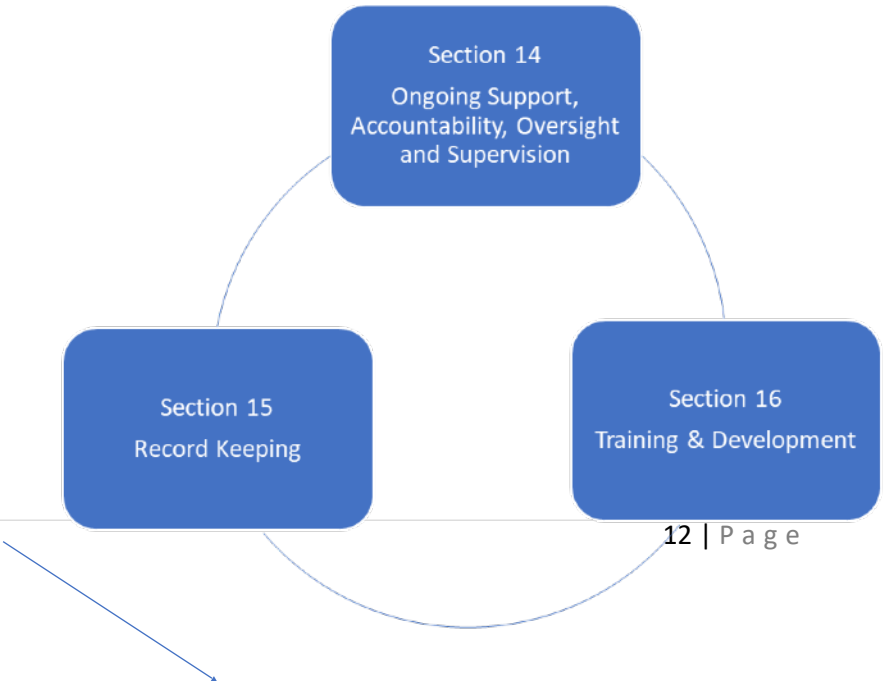
Definitions

For Definitions, please refer to the main Safeguarding Children, Young People and Vulnerable Adults Policy found here.

Data Protection

It is each Church body's responsibility to ensure that their entire safer recruitment and people management process is compliant with current data protection legislation. This begins from the point at which personal data belonging to a candidate is collected, through to how this is disposed, deleted or erased.





Any personal data processed during the recruitment and selection process will need to be covered in a privacy notice, which must be supplied to applicants at the start of the process so they know exactly what data will be processed and why, (i.e. for what purpose(s)) and related matters, such as the lawful basis/bases for processing such data, who it will be shared with, how long it will be retained and a person's rights in relation to such data. If this information is to be retained once a person is appointed, this will either need to be included in the same privacy notice or a further privacy notice given to appointed candidates when they commence in a role.

Whilst this Guidance signposts where data protection considerations should be incorporated into practice at appropriate points, it is not a data protection policy and bodies must refer to local data protection policies and procedures, seeking guidance and advice from those responsible for data protection for the given body.

The Safer Recruitment & People Management Process

LINK TO SAFER RECRUITMENT & PEOPLE MANAGEMENT PROCESS CHECKLIST WITHIN TOOLKIT

Section 1: Responsibilities

1. A responsible person must be identified for each role being appointed to that falls within the scope of this guidance. The responsible person is accountable for the recruitment and appointment into that role and must him/herself have been safely recruited.

2. A responsible person must also be identified for the ongoing support of the person appointed into the position. The responsible person must him/herself have been safely recruited.

3. The responsible person must be familiar with the requirements of this guidance and be up to date on their current safeguarding training.

1.4 If responsibility is delegated at any stage, the responsible person must ensure that the individual they are delegating to is capable, competent and has received all required training. The responsible person retains overall accountability for ensuring all requirements described in this policy are met.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 2: Role Descriptions and Person Specifications

1. All roles that fall within the scope of this guidance must have a written role description and person specification.

2. Role descriptions must make any safeguarding aspects clear and refer to the Church body's commitment to protecting children, young people and vulnerable adults.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 3: Advertising a Role

1. All advertisements/notices for roles that fall within the scope of this guidance must include the following details, or clearly indicate where they can be found (e.g. Church body's noticeboard or website):
   - A statement which confirms the Church body's commitment to safeguarding and safer recruitment.
   - The essential elements of the person specification required for the role.
   - The pre-appointment checks that are required for the role.

2. A 'Personal Approach' to engage applicants must only be used where it can be evidenced that there are no other viable options available. Where it is used, this guidance must still be applied.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 4: Application Process

4.1 When applying for a post that falls within the scope of this guidance, all applicants must be given access to the following information:

- The Church body's:
  - Statement of its commitment to ensuring the safety and wellbeing of children, young people and vulnerable adults.
  - Safeguarding Policy.
  - Safer Recruitment Policy.
  - Whistleblowing Policy.
  - Recruitment of Ex-Offenders Policy
- The role description and person specification.
- The selection procedure for the post.
- A privacy notice detailing how the applicant's personal data will be processed during the recruitment process.

4.2 A standardised application form must be used for recruitment to all posts that fall within the scope of this policy. CVs must not be accepted on their own.

4.3 **All** application forms must ask for:

- Personal details including current names, former names, date of birth and contact details (home address, email address, telephone number).
- Qualifications, where appropriate/required.
- A personal statement addressing the criteria set out in the person specification, including details of the skills and attributes the applicant believes they bring to the role.
- A separate Confidential Declaration form (see **Section 5: Confidential Declarations**).
- Request for details of appropriate referees (see **Section 8: Pre-appointment checks**).
- A declaration that all information provided on the application form is "true & complete".

4.4 Application forms for **volunteer roles** must ask for:

- Full history and description of work with children, young people and/or vulnerable adults, whether paid or voluntary, with dates, and, where applicable, an explanation of any gaps.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 5: Confidential Declaration

5.1 A Church of England Confidential Declaration form must be completed by all applicants for positions engaging in regulated activity or otherwise working/having substantial contact with children, young people or vulnerable adults which requires an enhanced (with/without barred list) DBS check.

5.2 All recruitment documentation must detail the Confidential Declaration requirement for that particular role and the basis on which that requirement is made, so that the applicant is aware from the outset.

5.3 If an applicant does not want to complete a Confidential Declaration form then the application process must be terminated.

5.4 The Confidential Declaration form must only be viewed by those who need to see it as part of the recruitment & selection process. Church bodies must have an appropriate policy in place to ensure information is reviewed and retained appropriately, in line with current data protection legislation.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 6. Shortlisting Applicants

6.1 Shortlisting must be conducted by the person responsible for the appointment (see **Section 1: Responsibilities**) and at least one other person.

6.2 Applicants must be shortlisted for interview based on the evidence provided in their application form and usually only those who meet all the essential criteria as defined on the person specification must be shortlisted (even where there is only one applicant).

6.3 Application forms must be properly scrutinised and any gaps or queries (e.g. in employment/education/church/volunteering history etc) must be highlighted and marked for further exploration if the applicant is shortlisted and invited to interview.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 7. Interviews and assessment

7.1 All posts falling within the scope of this guidance require an interview of shortlisted candidates (even where there is only one applicant).

7.2 Interviews must be held face to face. Exceptions to this would be an applicant from outside the UK whose initial interview may be conducted virtually or where Government/Legal restrictions have been introduced e.g. due to a national emergency such as COVID19.

7.3 Interviews must be held with a panel of a least two, one of whom must have attended safer recruitment training within the last three years, be competent in interviewing and possess the appropriate expertise to assess the candidate's competence in the role. Wherever possible, interview panel members must not be closely related to the candidate. If this is unavoidable, the conflict of interest must be declared, and arrangements must be made for an additional person to be present.

7.4 All senior safeguarding roles (e.g. Diocesan Safeguarding Adviser, Cathedral Safeguarding Adviser) or other **employed** roles where there is a clear designation and responsibility for safeguarding must include a member of the National Safeguarding Team on the panel.

7.5 Interviews must explore issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults through a combination of questions that encompass the Church body's values and expected behaviours, with questions that focus on establishing skills, knowledge, qualifications & previous experience.

7.6 Any gaps, anomalies or discrepancies that have been identified in the application form during the shortlisting process must be discussed with the candidate during the interview and a satisfactory explanation provided. A note of these discussions must be made on the interview paperwork.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 8. Pre-appointment Checks

8.1 All appointments to posts that fall within the scope of this guidance must be subject to the completion of satisfactory pre-appointment checks and procedures, as outlined in this section.

8.2 All pre-appointment checks must be:

- Confirmed in writing.
- Scrutinised to ensure authenticity.
- Documented and recorded.
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

8.3 Proof of identity

- All applicants must be able to provide proof of identity.

8.4 References

For **all** roles:

- A minimum of two written references must be obtained.
- Referees must be over 18 and not be family members or relatives.
- 'Self-supplied', 'to whom it may concern' and verbal references must not be accepted.

For **volunteers**:

- At least one of the references must be from outside of the current Church body.
- At least one of the references must comment on the applicant's ability to work with the group with whom he/she will be volunteering.
- If the applicant is currently working/volunteering with children, young people or vulnerable adults, or has done within the past two years, then a reference must be sought from that organisation.
- If the applicant has come to the Church body from another Church body within the past two years, a reference must be sought from that previous Church body.

For **employees**:

- At least one of the references must be from the applicant's current/most recent employer and/or voluntary position.
- A minimum referencing period of two years must be applied. This means that it may be necessary to request more than two references depending on the applicant's work history.

8.5 DBS

- If a DBS check is required for the role, an application at the appropriate level for

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 9. Disclosure and Barring Service (DBS)

9.1 All posts that fall within the scope of this guidance must have a written role description (see **Section 2: Role Descriptions and Person Specifications)** which must define the nature of the activities involved and whether they make the role eligible for a DBS check and, if so, at what level.

9.2 All those who meet the criteria of Regulated Activity, including those on a rota, must have, an enhanced DBS check (with/without a check of the barred list/s).

9.3 All those who manage or supervise roles that fall within the scope of this guidance and those in leadership roles, and meet the relevant Regulated Activity criteria, are required to have an enhanced DBS check (with/without a check of the barred list/s).

9.4 If an enhanced or enhanced with barred list/s DBS check is requested, Church bodies must ensure that the role meets the eligibility criteria for this and allows a DBS application to be submitted.

9.5 DBS certificates obtained in previous or other employment/volunteer positions must not be used unless the applicant is registered with the 'DBS Update Service' and the workforce and level of check detailed on his/her most recent DBS certificate meets the requirements for the role for which he/she is being considered.

9.6 The DBS update service must not be used for home-based positions if there is anyone else aged 16 years and over living or working at the applicant's home address.

9.7 For all roles requiring an enhanced or enhanced with barred list DBS check, a re-check must be carried out every 3 years, as a minimum.

9.8 Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 10. Criminal Records

10.1 Church bodies must have a clear process for assessing and making decisions in respect of criminal record information.

10.2 The process for assessment and decision making must include clear agreement as to who is the appropriate point of contact for advice from within the safeguarding team relevant to the Church body e.g. Diocesan Safeguarding Adviser, Cathedral Safeguarding Adviser, Chief Operating Officer, Dean, Diocesan Registrar.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 11. Appointment

11.1 All appointments to posts that fall within the scope of this guidance must be subject to the completion of satisfactory pre-appointment checks and procedures (see **Section 8**).

11.2 A start date must only be confirmed once all pre-appointment checks and actions are satisfactorily completed and verified.

11.3 All **employees** must be issued with a Contract of Employment.

11.4 All **volunteers** must be issued with a Volunteer Agreement.

11.5 All those appointed must receive written statements of:

- Policies and procedures in relation to safeguarding, including the identity and responsibilities of those within the Church body with designated safeguarding responsibilities.
- Safe practice and the standards of conduct and behaviour expected.
- Other relevant procedures/documentation e.g. whistleblowing, disciplinary procedures, privacy notice relevant to appointment.

11.6 All those appointed must sign a document to indicate that they have received, understood and agree to adhere to all the written statements identified at 11.5 above as well as the role description for their position.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 12: Induction

12.1 All appointments to posts that fall within the scope of this guidance must undergo an induction process appropriate to the role being undertaken, whether paid or unpaid.

12.2 Induction must include:

- Mandatory training and information about the Church body's safeguarding policies and procedures, including to whom to report concerns.
- One to one meeting(s) with the individual to whom the inductee reports.
- Expectations in the role, objectives (where appropriate) and arrangements for ongoing support.

12.3 The induction process must be evaluated and reviewed regularly as part of the continuous improvement of the safer people management cycle.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 13. Probationary/Settling in Period

13.1 A probationary/settling in period must be in place for all appointments to roles that fall within the scope of this guidance.

13.2 During this period, regular meetings must be scheduled and prioritised between the responsible person and the individual and safeguarding (process, understanding and behaviours) must form a core part of these meetings.

13.3 Any safeguarding concerns must be thoroughly discussed and documented and appropriate next steps taken, including discussion with the Diocesan Safeguarding Advisor where necessary.

13.4 For **employees**, their contract and/or employee handbook must detail the grounds on which the probation period can be extended or terminated, which must include failure to complete Safeguarding training, or failure to comply with the Safeguarding policy.

13.5 The probationary/settling in period must include an element of direct observation of the individual by an appropriate member of the relevant team, in order to provide reassurance that he/she is demonstrating safe behaviour, maintaining appropriate boundaries, can spot causes of concern and knows when to report and who to.

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 14. Ongoing Support, Accountability, Oversight & Supervision

14.1 As part of finalising the probation/settling-in period, arrangements must be made for how ongoing support is to be carried out for all roles that fall within the scope of this guidance, which must include confirmation of the responsible person to whom the individual reports to.

14.2 Regular meetings must continue to be scheduled between the responsible person (or someone to whom this task has been delegated) and the individual and safeguarding must form a core part of these ongoing meetings. For some roles, (eg DSAs) this will take the form of formal/professional supervision; for other roles, different terminology will be used (e.g. Ministerial Development Review).

14.3 Any safeguarding concerns must be thoroughly discussed and documented. These opportunities must also be used to develop the individual's safeguarding understanding and skills.

14.4 If an individual already in post becomes involved in criminal activity, or other unacceptable behaviour, the individual must bring it to the immediate attention of the responsible person for their role (as identified at 14.1 above) in order that the information can be assessed for relevancy to the individual's role. The responsible person must report the disclosure to their own line manager or other appropriate person and the information dealt with as per the Church body's criminal record process (see **Section 10: Criminal Records**). This includes seeking advice from the appropriate point of contact from within the body's safeguarding team, as well as legal advice from the Diocesan Registrar (or equivalent).

14.5 If an individual already in post fails to disclose their involvement in criminal activity, or other unacceptable behaviour (see **Footnote 13**), then this must be addressed immediately by the responsible person for the role (as identified at 14.1 above), reported to their own line manager or other appropriate person and the information dealt with as per the Church body's criminal records process (see **Section 10: Criminal Records**), including seeking advice from the appropriate point of contact from within the body's safeguarding team, as well as legal advice from the Diocesan Registrar (or equivalent).

LINK TO CORRESPONDING SECTION IN GUIDANCE DOCUMENT

Section 15. Learning & Development

15.1 Safeguarding learning is mandatory for all posts that fall within the scope of this guidance. Learning requirements will vary according to role and responsibility as set out in the Safeguarding Learning and Development Framework (LIVE LINK TO BE INSERTED).

15.2 All those involved in the recruitment, appointment and management/supervision of roles that fall within the scope of this guidance must undertake training on Safer Recruitment and People Management.

15.3 Local case studies and examples must be added to safeguarding training wherever possible.

15.4 Basic and Foundation (where required) safeguarding training must be completed during the probation period.

15.5 All those who manage or supervise roles that fall within the scope of this guidance must ensure and be able to evidence that all relevant training for themselves and those they manage/supervise has been undertaken.

15.6 Safeguarding training programmes must be delivered in accordance with the requirements of the Safeguarding Learning and Development Framework.

Section 16. Record Keeping

16.1 All Church bodies must maintain a record of pre-appointment checks for all individuals successfully appointed to roles that fall within the scope of this guidance.

16.2 The information to be recorded for each individual must include (where relevant):

- Role details
- Personal details of the individual – e.g. name, address, date of birth
- Proof of identity checks performed
- Evidence of qualifications
- The following details if a DBS/Barred List check at the appropriate level has been required:
    - The date of issue on the disclosure certificate
    - The name of the subject
    - The level of disclosure requested
    - The position for which the disclosure was requested
    - The unique reference number of the disclosure
    - The details of the recruitment decision taken
- Checks carried out on individuals who have lived, worked or volunteered outside the UK (see 8.6 of **Section 8: Pre-appointment Checks**)
- If employed, the checks carried out to establish the individual's right to work in the UK
- Details of the written references requested, obtained and verified by telephone
- Details of the gaps in employment/education/volunteering history checked
- If relevant, details of registration with appropriate professional body.
- If relevant, record of DBS Risk Assessment.
- Record of interview questions and answers.

16.3 The record must include whether or not each pre-appointment check has been carried out, the date on which each check was completed, the evidence obtained and who carried out the check.

16.4 Records should be signed and dated by the responsible person.

16.5 Other records that must also be kept:

- Where relevant, annually reviewed safeguarding polices & procedures, signed off at the appropriate level.
- Ongoing up to date employee and volunteer files, including DBS rechecks
- Safeguarding training completed and scheduled refreshers.
- Incident and concern recording – full chronology, signed, timed, dated etc