

Safer Recruitment Policy & Procedures

August 2023

Battle Baptist Church

Being Transformed Together



Battle Baptist Church
Mount Street
Battle, East Sussex TN33 0EG

Battle Baptist Church: our Safer Recruitment Policy

This document sets out the policy and procedures for recruiting workers to our organisation, whether paid or voluntary. It does not apply to ministerial appointments. In preparing this policy, guidance has been sought from:

- BUGB's guideline leaflet 'Employment'
- ACAS' guidance document 'Religion or belief discrimination: key points for the workplace'
- the NSPCC Learning website
- BBC's 'Vacancy filling for staff – policy and procedures' (2013)
- Northamptonshire County Council's 'Safer Recruitment Checklist' for Early Education and Childcare

General Statement of Policy

As part of our commitment to safeguarding and protecting children, young people and vulnerable adults, we implement robust safer recruitment practices. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent the appointment of those who are unsuitable to work with children, young people and vulnerable adults.
- Respond to concerns about the suitability of applicants during the recruitment process.
- Respond to concerns about the suitability of employees and volunteers once they have begun their role.
- Ensure all new staff and volunteers participate in an induction which includes training in safeguarding.

Steps to Safer Recruitment

For voluntary roles

1. The leader in charge will describe what is expected of the voluntary role to the potential volunteer and have a face-to-face interview with him or her.
2. All potential volunteers will be asked to complete an application form and a Self-Disclosure Form, and to supply the names of two referees from whom BBC will seek references.
3. All volunteers who will be working with children, young people and / or adults at risk need to be aware that any appointment is subject to a DBS check.

For paid employees

Once Trustees have identified a vacancy, they should then determine whether there is an Occupational Requirement (OR) for the job to be filled by a Christian, referring to guidance from ACAS, 'Religion or belief discrimination: key points for the workplace', the relevant section of which can be found at Appendix A. Then the following steps should be followed:

1. **Devise a clear job description** which states:

- a. The main duties of the post;
 - b. The safeguarding responsibilities associated with the role, if applicable;
 - c. The responsibility of the post-holder to promote and safeguard children, young people and vulnerable adults, if applicable.
2. **Devise a person specification** which includes:
- a. The essential and desirable qualifications and experience;
 - b. Other requirements needed to perform the role in relation to working with children, young people and vulnerable adults;
 - c. The competencies and qualities that the successful candidate should be able to demonstrate.
3. **Advertise the role**, ensuring that it states:
- a. BBC's commitment to safeguarding;
 - b. The need for the successful applicant to undertake either a standard or enhanced criminal records check;
 - c. That proof of identity will be required.
4. **Send an information pack to applicants** which will include:
- a. A covering letter which refers to
 - i. our commitment to safeguarding and safer recruitment;
 - ii. the checks that will be carried out before appointment;
 - iii. relevant information about BBC and the recruitment process;
 - b. An application form which includes reference to the need to bring evidence of entitlement to work in the UK to interview;
 - c. The job description (and person specification - for paid roles only);
 - d. A self-disclosure form (if applicable);
 - e. BBC's policy statement on the recruitment of ex-offenders.
5. **Shortlisting**
- This should be undertaken by a minimum of two people, at least one of whom should have undertaken safer recruitment training. Each application form should be assessed as to how well it meets the job description and person specification (or 'essential' and 'desirable' criteria). The shortlisting panel should:
- a. Check information for consistency and discrepancies.
 - b. Identify gaps in employment / training or a history of repeated changes of employment. This could be used as part of the consideration of whether to shortlist the applicant, or to ask the applicant for further explanation at interview.
 - c. Reject any incomplete applications.
 - d. It might be helpful to complete a shortlisting scoring form (example at Annex B)

Referees for all shortlisted candidates should be contacted before interview, where permission has been given.

Ideally the same selection panel should both shortlist and interview candidates.

[possibly add in something about sending candidates an 'Employee Health Declaration' form – check legal position on this]

6. Preparing for Interview

Consideration should be given to what assessment methods as well as the interview may be used eg inclusion of a practical task. The interview panel should comprise at least two people. All interviews should be face to face meetings. Questions should be prepared that allow candidates to explain or discuss:

- a. Any anomalies or discrepancies identified on their application form;
- b. Any gaps in their employment history;
- c. Criminal convictions and / or concerns / allegations / investigations;
- d. Their understanding of safeguarding in general and specifically to the post where appropriate;
- e. Any issues arising from their references.

Other questions should be 'experience-based', allowing candidates to explain how they are demonstrating, or have demonstrated, the essential and desirable criteria in their working or personal lives.

7. The Interview

Clear notes are recorded of candidates' responses and are stored securely.

As part of the interview process candidates are made aware that the successful candidate will be appointed subject to acceptable references and safeguarding checks, including a DBS check where appropriate.

All candidates bring with them documentary evidence of their right to work in the UK and their identity (see lists on pages 3 and 4 of Home Office guidance 'Employers' Right to Work Checklist' at Appendix C).

Where appropriate, candidates bring documents confirming any educational and professional qualifications. If this is not possible, written confirmation is obtained from the awarding body.

8. Determining the successful candidate

Once all interviews have been completed, the interview panel should determine the identity of the successful candidate. It might be helpful to complete a 'scoring interview responses' grid as part of this process (example at Annex D).

9. Making an offer

When contacting the successful candidate, it should be made clear that the offer is still subject to satisfactory completion of all the necessary vetting processes.

If references, vetting, disclosure and barring checks reveal concerns about the candidate's history, the church will assess whether or not the person is suitable for appointment to Battle Baptist Church. We will follow the procedures set out on pages 8-10 of NSPCC Learning's 'Safer Recruitment' guidance (Appendix E).

10. Confirmation of Appointment

Once the job offer has been accepted, one of BBC's Trustees and the Line Manager of the postholder should meet with them to give them a letter of appointment and two copies of their contract of employment which should set out the terms and conditions and the agreed start date. The contracts should be signed and dated – one copy is to be kept by the postholder, and the other on file by the Church. In addition, the postholder should be given copies of:

- a. The Staff Handbook
- b. The Safeguarding Policy and Procedures

11. Induction

The Line Manager should plan the new postholder's induction to include as a minimum:

- a. Discussion about the church's safeguarding policies and procedures and identification of any training requirements;
- b. Discussion about health and safety requirements (perhaps through a meeting with the Church Administrator).

12. Staff review and development

Regular and ongoing staff reviews will be put in place to:

- a. Ensure staff are up to date with training and best practice;
- b. Support staff well-being;
- c. Put in place objectives and an action plan for future review.

13. Ongoing safeguarding checks

Where appropriate, a DBS recheck will be carried out for both employees and volunteers every five years, in line with BUGB recommendations ([BUGB Guide to DBS Checks p8](#)).

Battle Baptist Church

2nd August 2023

Revisions

1. Revised to make approach to 'recruiting' volunteers consistent with Safeguarding Policy (14.11.22)
2. Revised to include two scoring grids – one for shortlisting and one for comparing interview responses – at Annex B and Annex D (02.08.23)
3. Addition of new point 13 (02.08.23)
4. Amendment of point 13 to reflect current BUGB advice. (23.01.24)