

Staff Recruitment and Selection Procedure

1. Responsibilities

A responsible person has been identified for each staff team role within All Saints' with St. Andrew's. The responsible person is accountable for the recruitment, appointment and ongoing support of relevant staff. Each responsible person has been safely recruited and is familiar with this process, and up to date with their own safeguarding training. Where they delegate responsibility, the responsible person ensures the individual they are delegating to is capable, competent and has received the required training.

2. Role Descriptions and Person Specifications

Staff require a clear, complete and current description of the duties and responsibilities of the role that they are expected to fulfil. A role description has been developed for each staff team role within All Saints' with St. Andrew's. This is available to each staff team member and used in subsequent support and reviews. If the role description should change, the staff team member will be given an updated version.

3. Advertising a Role

All staff team roles are advertised on the 'Vacancies' page of the All Saints' website and may also feature on local or national job boards. Adverts link to the relevant role description and person specification, which confirms All Saints' commitment to safeguarding and safer recruitment and details the pre-appointment checks required for the role. All Saints' only uses a personal approach to engage applicants where it is evidenced there are no other viable options. In this situation the full safer recruitment process is still followed where relevant to the role.

4. Application Process

All staff team applications are made on a standardised application form within ChurchSuite. At the point of application all applicants are given access to:

- The Church body's:
 - Statement of its commitment to ensuring the safety and wellbeing of children, young people and vulnerable adults.
 - Safer Recruitment Policy
 - Whistleblowing Policy
 - Policy for Recruitment of Candidates with a Criminal Record
- Role Description and Person Specification
- Staff Team Recruitment and Selection Procedure

- Privacy Notice(s) detailing how the applicant's personal data will be processed during the recruitment process.

5. Confidential Declarations

Part of the DBS process (see section 9) is for the applicant to complete a Church of England Confidential Declaration Form. All recruitment documentation details this requirement, so the applicant is aware from the outset whether it forms part of the recruitment process. If an applicant is unwilling to complete a Confidential Declaration where it is required, their application is terminated. Completed Confidential Declarations are only viewed by those who need to see them as part of the recruitment and selection process.

6. Shortlisting

Shortlisting is conducted by the responsible person and at least one other person. Applicants are shortlisted for interview based on the evidence provided in their application form. Application forms are properly scrutinised, and any gaps or queries are highlighted and marked for further exploration if the applicant is shortlisted and invited to interview.

7. Interviews and Assessment

All staff team roles require a face to face interview of shortlisted candidates, the only exception being where government or legal restrictions or the applicant being overseas make a virtual interview necessary. Interviews are held by a panel of at least two people, at least one of whom must have appropriate expertise and safer recruitment training where it is a safely recruited role. Wherever possible interview panel members are not closely related to the candidate. If this is unavoidable the conflict of interest is declared, and arrangements made for an additional person to be present. Interviews 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 and previous experience. Any gaps, anomalies, or discrepancies identified during the shortlisting process are discussed with the candidate at interview. A written record of the interview is held.

8. Pre-appointment Checks

All staff team roles are subject to the completion of satisfactory pre-appointment checks and procedures, which are:

- Confirmed in writing
- Scrutinised to ensure authenticity
- Documented and recorded

- Followed up if they are unsatisfactory or there are any discrepancies in the information received.

For all staff team roles

- At least one of the references must be from outside All Saints'.
- At least one of the references must comment on the applicant's ability to work with the group with whom they would like to volunteer.
- If the applicant is currently working/volunteering with children, young people, or vulnerable adults, or have done so within the past two years, then a reference must be sought from that organisation.
- If the applicant has come to All Saints' from another Church within the past two years, or currently worships at another Church, a reference must be sought from that Church.

9. DBS Checks

All staff team applicants for roles which engage in regulated activity with children, young people or vulnerable adults are required to undertake an Enhanced DBS without Barred List check. All recruitment documentation details this requirement, so the applicant is aware from the outset. DBS certificates are valid for three years, at which point a re-check is done, where staff have not registered for the update service.

10. Criminal Records

We are committed to a fair recruitment process in which no-one faces unfair discrimination due to a criminal record. In order to make a fair, measured and comprehensive decision about any matters revealed by an applicant with a criminal record, we will contact them directly and carry out a criminal record assessment. Our criminal record assessment will consider:

- whether a conviction is spent or unspent and the length of time since the offence(s) occurred
- the nature and seriousness of any offence(s) revealed
- whether the conviction(s) is relevant to the position applied for
- the age at the time of the offence(s) and any pattern of offending behaviour
- the circumstances surrounding the offence(s), and the explanation(s) provided and whether circumstances have changed since the offending behaviour
- how the offence(s) impacts on their ability to carry out the role

A historical criminal record that has no bearing on the role being applied for, and that would pose no risk to the applicant or the service users we support, will not prevent the applicant from working within our organisation.

11. Appointment

Start dates are only confirmed with applicants once all pre-appointment checks and actions are satisfactorily completed and verified. All staff are issued with an employment contract and receive written statements of:

- policies and procedures in relation to safeguarding
- safe practice and the standards of conduct and behaviour expected
- other relevant procedures and documentation.

All those appointed are required to sign their employment contract to indicate they have received, understood and agreed to adhere to the documents detailed above as well as the Role Description for their position.

12. Induction

All staff undergo an induction process, appropriate to their role. Induction includes mandatory safeguarding training, one to one meetings with their line manager, and the agreement of expectations, objectives where appropriate and arrangements for ongoing support. The induction process is evaluated and reviewed regularly as part of the continuous improvement of the safer people management cycle.

13. Probationary Period

A probationary period is in place for all staff team roles and during this period regular meetings are scheduled and prioritised between the staff team member and their line manager. Safeguarding processes, understanding and behaviours form a core part of these meetings. Any safeguarding concerns are thoroughly discussed and documented, and appropriate next steps taken, including discussion with the Diocesan Safeguarding Adviser where necessary. This period includes an element of direct observation of the staff team member by their line manager to provide reassurance that they are demonstrating safe behaviour, maintaining appropriate boundaries, can spot causes for concern and know when to report and to whom.

14. Ongoing Support, Accountability, Oversight and Supervision

Arrangements are made for how ongoing support is carried out for all staff roles. Regular meetings continue to be scheduled between the staff member and their line manager and safeguarding forms a core part of these meetings. Any safeguarding concerns are thoroughly discussed and documented, and these opportunities are used to develop safeguarding understanding and skills. If a staff member already in post becomes involved in criminal activity or other unacceptable behaviour* the individual must bring it to the immediate attention of their line manager for assessment. If a staff member already in post fails to disclose any criminal activity or other unacceptable behaviour* then this is

addressed immediately by their line manager and dealt with as per the Church body's criminal record process.

15. Learning and Development

Safeguarding learning is mandatory for all staff roles. Training requirements vary according to role and responsibility set out in the Role Description and Person Specification. Local case studies and examples are anonymised and shared as a form of learning. Basic Awareness and Foundation safeguarding training is completed during the probation period.

16. Record Keeping

The Church body retains a copy of all documentation gathered during the recruitment and selection and ongoing review process. Documents are stored safely and in a location which allows only those who are entitled to the information to access it.

*“Unacceptable behaviour” is defined as: including actions, words or physical gestures that could reasonably be seen as causing distress or discomfort to another person., e.g. bullying, harassment and/or victimisation. Any of the following listed below could be construed as examples of “unacceptable behaviour” - aggressive or abusive behaviour, e.g. shouting or insulting someone, spreading rumours or gossip designed to hurt someone, discrimination or harassment in particular when related to a protected characteristic under the Equality Act 2010, physical contact that is unwanted, offensive comments/jokes, publishing, circulating or displaying offensive material or pictures (could be violent or pornographic), isolating or deliberately excluding someone, persistent, continuous and unreasonable destructive criticism, unreasonable demands and impossible deadlines/targets and coercion, such as pressure to agree to a particular idea, - e.g. political or religious belief.