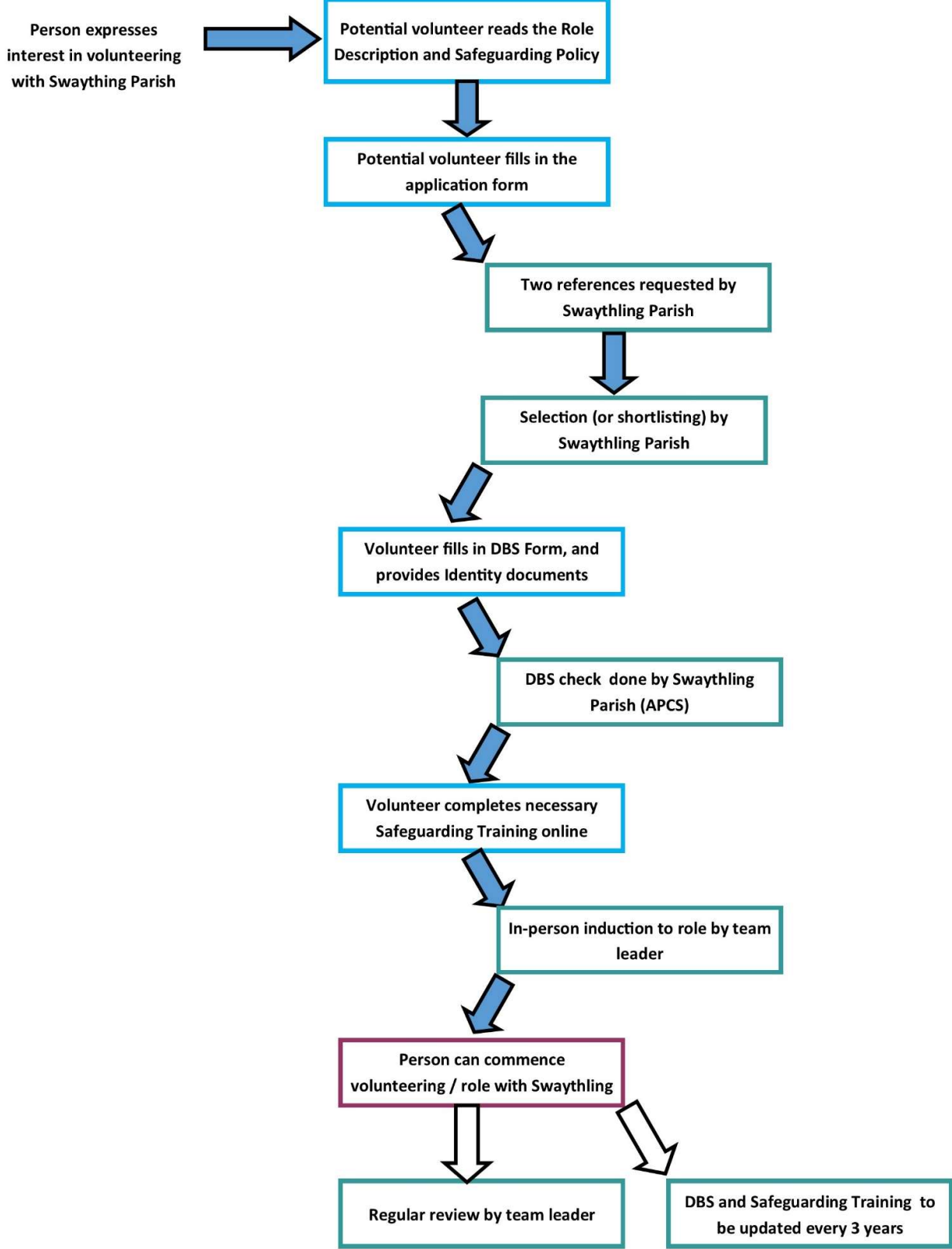


Safer Recruitment Process—Timeline



Last Reviewed by PCC: 8 May 2024. Document reviewed annually to ensure compliance with the latest legislation and best practice.

Swaything Parish is committed to ensuring the safeguarding and protection of all children, young people and vulnerable adults involved in our activities. We commit to follow safer recruitment practices in the recruitment process to identify and reject applicants who may be unsuitable to work with children, young people and vulnerable adults. Our policy aims to address concerns about the suitability of applicants during recruitment and also provide a framework for responding to concerns about the suitability of employees and volunteers once they have commenced their roles.

1. Safer Recruitment Practices

- a. Swaything Parish will adhere to safer recruitment practices, including obtaining appropriate references, conducting Disclosure and Barring Service (DBS) checks where required by the role, verifying identification, providing safeguarding training, and maintaining accurate and up-to-date records.

2. Application Process, Role Description, DBS and References

- a. All applicants will be required to complete an application form that includes questions about their suitability for their role, including, where appropriate, their suitability to work with children, young people and vulnerable adults. For some roles this may also include DBS checks and obtaining references. Applicants will only be accepted for the role if deemed suitable on the basis of this information.

3. Responding to Concerns During Recruitment Process

- a. Any concerns or allegations raised regarding the suitability of an applicant during the recruitment process will be investigated as appropriate, and the process paused until the concerns or allegations have been fully addressed and resolved.

4. Addressing Suitability Concerns of Employees and Volunteers

- a. Swaything Parish is committed to creating a safe environment for all children, young people and vulnerable adults. Any concerns regarding the suitability of employees or volunteers will be handled following our procedures and will comply with relevant legislation and guidance.
- b. If it becomes apparent that an employee or volunteer is unsuitable to work with children, young people and vulnerable adults, appropriate action will be taken, which may include disciplinary measures or termination of their role.

5. Induction and Safeguarding Training

- a. All new staff and volunteers will be required to participate in an induction to the role (in person, by the group leader), and to complete online safeguarding training. This training will ensure that all individuals understand their responsibilities, legal obligations, and the procedures in place to safeguard children, young people and vulnerable adults.
- b. Existing staff and volunteers will also be required to complete safeguarding training courses to keep their knowledge up-to-date every three years, as well as renewing their DBS every three years.

6. Supporting Documents:

- a. The Safer Recruitment Policy is accompanied by the followings:
 - i. Procedures and Documentation for: Application and Selection, Reference Checking, DBS Checking, Safeguarding Training, Concerns and Allegations, Disciplinary
 - ii. Safeguarding Policy

Date and Review:

This policy comes into effect on 8 May 2024. It will be reviewed annually to ensure compliance with the latest legislation and best practice.

Signed by the Parish Safeguarding Officer:
Name: Helen Parker
Date: 8 May 2024

Signed on behalf of Swaything PCC
Name: Peter Dockree
Date: 8 May 2024

Safer Recruitment Procedures for Volunteers

- **Application and Selection, Reference Checking, DBS Checking, Safeguarding Training**
- **Concerns and Allegations**
- **Disciplinary Procedures**

Procedures for Volunteers: Application, Selection, References, DBS Checking and Safeguarding Training

1. Application Process
 - a. Prospective volunteers will be asked to read the role description and to complete an application form to express their interest in volunteering with Swaythling Parish.
 - b. The application form will include relevant personal information, experience, and any skills or qualifications that may be relevant to the volunteer role.
 - c. Where appropriate for the role, volunteers will be asked to provide one or two references (dependent on the role) from individuals who can attest to their character, suitability, and ability to work with children, young people or vulnerable adults.
2. Selection
 - a. The activity leader for the team will review the volunteer's application based on their suitability for the volunteer role.
 - b. If there are more applications than spaces on the team, the leader will shortlist potential volunteers, and shortlisted volunteers may be invited for an interview if appropriate to further assess their skills, experience, suitability, motivation, understanding of safeguarding, and commitment to Swaythling Parish's mission and values.
3. Procedures for Volunteers: Reference Checking
 - a. Requesting References
 - i. Once a volunteer has been selected, Swaythling Parish will contact the references provided in the application form.
 - ii. The references will be asked to provide feedback on the person's suitability for the volunteer role, and, where appropriate, their ability to work with children, young people or vulnerable adults.
 - iii. All references will be handled confidentially and securely.
 - b. Reference Feedback
 - i. Swaythling Parish / the team leader will assess the reference feedback received and consider its relevance to the volunteer role. Any concerns raised in the reference checks may be investigated further.
 - ii. The final decision regarding the suitability of the candidate will be made taking into account the reference feedback along with selection criteria relating to the role.
4. Procedures for Volunteers: DBS Checking and Safeguarding Training
 - a. DBS Check and Safeguarding Training Requirement
 - i. All volunteers for a role who will have regular or close contact with children, young people or vulnerable adults will be required to undergo a Disclosure and Barring Service (DBS) check and undertake safeguarding training.
 - ii. Swaythling Parish will inform potential volunteers about this requirement during the application process and provide guidance on how to complete the DBS check and training.
 - b. DBS Check Process
 - i. Potential volunteers will be required to complete the online DBS application form and provide appropriate identification documents as outlined by DBS guidelines.
 - ii. Swaythling Parish DBS checks are carried out via the online provider for the Diocese of Winchester, APCS, and the results will be treated confidentially.
 - c. Safeguarding Training

- i. Potential volunteers will be required to complete the online Safeguarding Training via the Church of England's online portal, to the level required for the role for which they are applying. They must show confirmation of their successful completion of the training to the Parish Safeguarding Officer or the DBS Administrator, including the date that the training was completed.
- ii. Volunteers who have received positive DBS check and completed their safeguarding training will then be allowed to commence their volunteer role.

Procedures for Volunteers: Concerns and Allegations

1. Reporting Concerns
 - a. Any concerns or allegations regarding the behaviour, suitability, or conduct of a volunteer must be reported immediately to the Parish Safeguarding Officer within Swaythling Parish.
 - b. Reports can be made by any member of staff, volunteer, child, young person, or their parent/carer.
 - c. All concerns, regardless of their severity, will be taken seriously and treated confidentially.
2. Investigation
 - a. On receipt of a concern, the Parish Safeguarding Officer will investigate the matter promptly and thoroughly.
 - b. All parties involved will be treated fairly and impartially during the investigation process.
 - c. The investigation may involve gathering information, interviewing relevant individuals, and seeking professional advice if necessary.
3. Action and Outcome
 - a. Following the investigation, appropriate action will be taken based on the severity and nature of the concerns.
 - b. If necessary, the volunteer may be suspended from their role pending the outcome of the investigation.
 - c. Any disciplinary action or necessary interventions will be implemented according to the Disciplinary Procedures outlined below.

Procedures for Volunteers: Disciplinary Procedures

1. Disciplinary Action
 - a. Any volunteer found to have breached Swaythling Parish's policies, including safeguarding policies, may be subject to disciplinary action.
 - b. Disciplinary action may include suspension, termination of volunteer role, or restrictions on volunteer activities, as deemed necessary.
2. Disciplinary Process
 - a. The disciplinary process will give the volunteer an opportunity to respond to the allegations made against them.
 - b. The Parish Safeguarding Officer will conduct the disciplinary process alongside a nominated representative of Swaythling Parish (either Clergy or a member of the PCC) to ensure fairness, objectivity, and confidentiality.

Date and Review:

This procedure comes into effect on 8 May 2024. It will be reviewed annually to ensure compliance with the latest legislation and best practice.

Signed by the Parish Safeguarding Officer:
Name: Helen Parker
Date: 8 May 2024

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