

Safe Recruitment of volunteers

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Guidance for PCCs & Cell Trustees in the Tas Valley Team Ministry

1. Be clear about who is responsible for appointments. . In local churches this rests with the PCC. Responsibility can be delegated but the person must have been safely recruited him / herself, be capable and competent in recruitment and be able to **maintain confidentiality**. It is suggested that PCCs delegate the oversight of recruitment of volunteers to their Safeguarding Officer
2. Have a policy statement on the recruitment of ex-offenders. Applicants should be clear about how they will be treated if they are ex-offenders. The DBS has published a sample policy statement on the recruitment of ex-offenders¹⁵
3. Ensure that there are safeguarding policies in place. The parish must have adopted the House of Bishops' safeguarding policies¹⁶.
4. Have a clear job description or role which sets out what tasks the applicant will do. A model template is below
5. Application form / references. A model template application form can be found below. Always ask for and take up references. Ask referees specifically about an individual's suitability to work with vulnerable people. Ensure that you carefully examine application forms and references and make sure that the information that has been provided is consistent and the organisation has a satisfactory explanation from the applicant in relation to any discrepancies and any gaps in the applicant's personal history and/or career. A model template reference request letter can be found at Appendix 4.
6. The Confidential Declaration. Asks if there is any reason why an applicant should not be working with children and adults who may be vulnerable. The Diocesan Safeguarding Adviser is there to give advice and must be contacted if an applicant discloses any information in his / her Confidential Declaration. A copy of the Confidential Declaration is to be found below.
7. Interview / discussion. Have a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role. Check the Confidential Declaration and the references. A model interview / discussion template can be found below. Questions should assess the values, motives, behaviours and attitudes of those applying for roles which work with vulnerable groups. If the person / chair of the interview panel conducting the interview / discussion is minded to recommend approval then the applicant should be asked to complete an appropriate criminal record check (e.g. enhanced criminal record check, if eligible) Special arrangements apply to overseas applicants, (see Home Office advice¹⁷). An enhanced criminal record check must

always be required in relation to people sent abroad to work with vulnerable people (children or adults who may be vulnerable) as part of the UK recruitment process.

8. Approval. The decision to appoint to voluntary or paid work should be made by the PCC/ Cell Trustees. A model letter of appointment template can be found below.

9. It is good practice to induct a new volunteer, ensure supervision and support is in place and conduct a review regularly as the role requires.

Recruitment Process for Volunteers working with children, young people and/or vulnerable adults

1. A leader of an area of ministry approaches the Safeguarding Officer (also known as Assistant Named Person) with a request to recruit someone to a particular role
2. The safeguarding officer follows the guidance on ex-offenders where applicable
3. If a role description is not already in existence, the Safeguarding Officer advises an appropriate person to draw up a clear job description or role which sets out what tasks the applicant will do. (eg A Sunday School Teacher's role will be drawn up by the head of the Sunday School and checked with the Safeguarding Officer as the representative of the PCC. The Safeguarding Officer may seek the advice of the incumbent where appropriate.
4. The safeguarding officer provides the applicant with a Confidential Declaration form. This must be filled in and kept by the Safeguarding Officer and Named Person. The Diocesan Safeguarding Adviser is there to give advice and must be contacted if an applicant discloses any information in his / her Confidential Declaration. A copy of the Confidential Declaration is to be found below.
5. The Safeguarding Officer asks for and takes up references. They ask referees specifically about an individual's suitability to work with vulnerable people. They carefully examine application forms and references and make sure that the information that has been provided is consistent and the organisation has a satisfactory explanation from the applicant in relation to any discrepancies and any gaps in the applicant's personal history and/or career. A model template reference request letter can be found at below
6. The Safeguarding Officer pulls together an interviewing panel on behalf of the PCC. This will include at least 2 people including the leader of the area of ministry they have volunteered for and either the Safeguarding Officer or Named Person.
7. The panel checks the confidential declaration and the references and then has a face-to-face interview or discussion with the applicant. This will include pre-planned and clear questions to assess a person's suitability for a role. A model interview / discussion template can be found below. Questions should assess the values, motives, behaviours and attitudes of those applying for roles which work with vulnerable groups. If the person / chair of the interview panel conducting the interview / discussion is minded to recommend approval then the applicant is directed to the Named Person to complete an appropriate criminal record check (e.g. enhanced criminal record check, if eligible) Special arrangements apply to overseas applicants, (see Home Office advice¹⁷). An enhanced criminal record check must always be required in relation to people sent abroad to work with vulnerable people (children or adults who may be vulnerable) as part of the UK recruitment process.
8. Approval. The decision to appoint to voluntary or paid work should be confirmed by the PCC/ Cell Trustees. A model letter of appointment template can be found below.
9. The Safeguarding Officer checks that the leader of the area of ministry into which the volunteer has been recruited has plans in place to induct the volunteer, ensure supervision and support is in place and conduct a review regularly as the role requires.
10. The Licensed Clergy shall be responsible for recruiting the Named Person and the Church Safeguarding Officers using the process above in order that people with delegated responsibility to recruit shall themselves have been safely recruited

Model Volunteer Job Role (reformatted)

This is a simple model role outline template for a volunteer which can be used, amended or substituted by a local model as required

Name of Church

Volunteer Worker (Children and /or adults who may be vulnerable).

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

Principles

Workers with children and/or adults who may be vulnerable should have a commitment to:

- Treat individuals with respect;
- Recognise and respect their abilities and potential for development;
- Promote their rights to make their own decisions and choices, unless it is unsafe;
- Ensure their welfare and safety;
- The promotion of social justice, social responsibility and respect for others; and
- Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse).
Safeguarding issues of concern must always be reported to the Police or Social Care services and Diocesan Safeguarding Adviser.

Responsible to (named contact for support and resolution of any difficulties):

- The Priest (or his / her named representative) and through them to the PCC

Key responsibilities and accountabilities:

- To work with vulnerable people (children and adults who may be vulnerable) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern
- To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
- To maintain a link with parents and carers.
- To work in accordance with the church's policy on safeguarding.
- To undertake any other work that has been agreed and is seen to be appropriate

As a volunteer you can expect that we will do our best to ensure that:

- We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training.
- As a volunteer working regularly with people who are/may be vulnerable, this post may be eligible for a criminal record check which will be renewed at least every five years.

Person specification

1. Able to demonstrate an ability to work with people who are /may be vulnerable; and
2. A willingness to develop their skills and training

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

This can be supplemented by reference to specific roles e.g. Crèche Assistant (supervising babies and toddlers in a separate room during Sunday services), Sunday School Teacher (teaching children away from the main service), Pastoral Assistant (who visits people with special needs who cannot get to church.) Children or Youth Worker (running activities on church premises). Outreach Worker (working with vulnerable people away from the church setting).

Application form

This is a simple model application form template for a volunteer which can be used, amended or substituted by a local model as required.

Name of Church

Application form for voluntary workers with children and / or adults who may be vulnerable.

Application for the post of:

Full Name Date of birth

Previous experience of working with children or adults who may be vulnerable-continue overleaf if necessary

Former Name

Home address

Postcode Telephone: Day

Evening

How long have you lived at the above address?

If less than 12 months Previous address

Postcode

How long there? Church attended Name of Minister

Please provide two references one of which should be from current employer or previous church

Name

Address

Postcode Tel: Name

Address

Postcode Tel:

Relevant Qualifications/Training

Signed

Print name Date

CONFIDENTIAL DECLARATION FORM

The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults who may be vulnerable. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults who are vulnerable. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role/position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules¹⁸? (Include both 'spent'¹⁹ and 'unspent' convictions) YES NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules²⁰? YES NO

(You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered. Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance. Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

²⁰ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. Please note that a caution etc. must comply with (a) and (b) in order to be filtered

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, reprimands etc. that are not subject to the DBS filtering rules.

Broadly, where your position/role involves substantial contact with children and/or adults who may be vulnerable you will be expected to declare all convictions and/or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.

If your position/role does not involve substantial contact with children and/or adults who may be vulnerable you should only declare 'unspent' and 'unfiltered' convictions/cautions etc.

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and/or adults who may be vulnerable.)

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence/misconduct? YES NO

4. Have you ever prohibited and/or barred from work with children and/or vulnerable adults? YES NO

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm from you? YES NO

6. Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm? YES NO

‘Significant harm’ involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others.

Note: Make any statement you wish regarding any incident you wish to declare

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children’s Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

8. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES NO

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge

Signed.....

Full Name.....Date of Birth.....

Address.....

..... Date.....

Please return the completed form to

Note: All these matters may be checked with the relevant authorities

Before an appointment can be made applicants who will have substantial contact with children and / or adults who may be vulnerable in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service. All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and/or adults who are vulnerable. Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and/or an adult who may be vulnerable at risk.

REFERENCE REQUEST LETTER AND FORM

This is a simple model application form template for a volunteer which can be used, amended or substituted by a local model as required.

Name of Church

Application form for voluntary workers with children and / or adults who may be vulnerable.

Application for the post of:

Full Name Date of birth

Previous experience of working with children or adults who may be vulnerable-continue overleaf if necessary

Former Name

Home address

Postcode Telephone: Day

Evening

How long have you lived at the above address?

If less than 12 months Previous address

Postcode

How long there? Church attended Name of Minister

Please provide two references one of which should be from current employer or previous church

Name

Address

Postcode Tel: Name

Address

Postcode Tel:

Relevant Qualifications/Training

Signed

Print name

Date

INTERVIEW/DISCUSSION TEMPLATE

This is a simple model interview / discussion form template for a volunteer which can be used, amended or substituted by a local model as required.

Name of Church

Interview /discussion questions for a volunteer seeking to work with children/adults who may be vulnerable and outcome

The purpose of the interview/discussion is to explore the applicant's suitability. Notes of the interview / discussion should be retained and attached to this form which should be returned to the Priest to be held on behalf of the PCC. The following factors should be addressed:-

Name and address of applicant:

1. What experience have you of working with children / adults who may be vulnerable?
2. Can you give an example of something that you have done that demonstrates your commitment to working with vulnerable groups (i.e. children and/or adults who may be vulnerable)?
3. Can you give some examples of how you would provide kind, consistent and safe care?
4. Can you describe how you would respect the background and culture of children / adults who may be vulnerable with whom you would volunteer?
5. How would you treat all children / adults who may be vulnerable as individuals with equal concern?
6. Do you know of any reason why you should not be working with children or adults who may be vulnerable? Are there any police or employment matters outstanding which could affect your ability to volunteer?

Outcome

Are there any issues in the Confidential Declaration? YES / NO

Do the references support the appointment? YES / NO

Do you recommend their approval to the PCC? YES / NO

Signed

Name (Print)

Date Approved by PCC:

LETTER OF APPOINTMENT

This is a simple model appointment form template for a volunteer which can be used, amended or substituted by a local model as required. It should be sent only after the criminal records check has been considered and approved. The PCC should decide who sends it

Name of Church

Dear

APPOINTMENT TO THE POST OF

Thank you for agreeing to volunteer with us. As you will no doubt be aware, volunteers are essential part of Church life. We do hope that you enjoy volunteering with us and feel part of the team.

XXXXXXX will induct you into the role and show you around.

I should be grateful if you would contact me to arrange a convenient time for your induction and tour and also to confirm when you would like to start.

In the meantime, please find attached:-

- Your role outline;
- A copy of the Church's Statement of Safeguarding principles; and
- What to do if..... notes on what to do if there are serious concerns.

Safeguarding training will be provided in the next round of training delivery.

If there is anything further I can help you with at this stage, please do let me know.

On behalf of the PCC ,I thank you for your interest and I look forward to welcoming you to our team.

Yours sincerely

On behalf of the PCC

Church of England roles where the activity is seen to be eligible for a criminal record check.

A. Clergy.

All will require an enhanced criminal record check (including barring information)
All Church of England ordained and licensed clergy including archbishops, bishops, archdeacons, deans, stipendiary parish clergy, self-supporting minister / non stipendiary ministers, chaplains, locally ordained clergy, clergy with “permission to officiate”, and those seeking ordination training or ordination.

B. Those employees and volunteers working with children (i.e. those aged under 18) and those working with adults (18+) who may be vulnerable (note, this will always include those in training and individuals on student placements).

Those working with children. Most will require an enhanced criminal record check (including barring information) unless they are supervised²⁴ or they are on a rota and do not satisfy the “period condition”, (i.e. frequent, intensive or overnight²⁵).

Those working with adults who may be vulnerable. Most will not be in Regulated Activity but will require an enhanced criminal record check without barring information. Some will be in Regulated Activity and need an enhanced criminal record check (including barring information) if, for example, they provide, personal care, assistance with cash, bills or shopping, conveying someone to or from healthcare, personal care or social care (but not to church activities).

*Readers

*Local preachers and Worship Leaders (AWAs)

*Authorised Lay Ministers

*Licensed evangelists

*Lay people authorised to provide pastoral care. For example Parish Pastoral Assistant, Pastoral Home Visitor, Street Pastor, Pastoral Outreach Worker and

* Parish volunteer driver for children or adults who may be vulnerable for children’s / adults’ activities organised by the church – (Please note - private/personal arrangements among parents/friends etc. are exempt)

* Cell Leaders

*Pastoral Assistants authorised by the Bishop to give Holy Communion and pastoral care to vulnerable people in a vulnerable person’s own home.

*Youth worker or Leader

*Children’s worker or Leader

*Sunday school teacher or Leader

*Family workers who work with children or their Leader *Bell ringers who teach or train children plus the Tower Captains who manage those adults who teach or train.

*Music leader where the choir or musical group includes children

*Head Server – only when the role includes supervision or training of children

*Leader of Parent & Toddler Groups (but not parent helpers who supervise their own children or if a self –help group (e.g. x)

*Managers of individuals working with adults who may be vulnerable

C. Charity Trustees of children's or vulnerable adult's charities

All PCC members (including churchwardens) The Charity Commission recommends that trustees always obtain a criminal record check when eligible to do so as it an important tool in ensuring that the person is suitable to act A PCC is a charity and provided it sponsors and approves, in its own name, children's work or work with adults who may be vulnerable (e.g. a Youth Club, Sunday School, home visiting scheme for the housebound or a luncheon club for adults with special needs who require assistance with feeding or toileting) then this recommendation applies. **As a minimum standard in the Tas Valley at least three members of each PCC will be checked as any PCC may wish to sponsor and approve children's work or work with adults who may be vulnerable.**

D. Roles that are not eligible for an enhanced criminal record check but may be asked to fill in a confidential declaration form

- * Parish Verger
- * Server
- * Caretaker
- * Refreshment helper
- * *Shop Staff
- * *Flower arranger
- * *Sidesperson
- * *Bell ringers (rank and file)
- * Choir leader or musical director for adult choir
- * Organist unless also directing a choir which contains children
- * Choir members / Music group members (unless the role includes responsibility for teaching, training, caring for or supervising children/adults who may be vulnerable).
- * *, Food bank helpers unless undertaking work with children or adults who may be vulnerable as indicated in B above

PCC POLICY ON EX OFFENDERS

seeking guidance from Diocesan Safeguarding Officer