

HOLY TRINITY, PRESTWOOD AND ST. MARY MAGDALENE, GREAT HAMPDEN

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Holy Trinity Prestwood Safer Recruitment Process

All those who work regularly with children or vulnerable adults should be recruited according to the safer recruitment principles set out below.

- Identify who will be carrying out regulated activity, including those who work regularly and those in position of trust
- Prepare a clear job/role description outlining the duties to be undertaken
- Ask applicants to complete an application form
- Ask applicants to complete the *Confidential Declaration*, if they make any disclosures on this consult with Diocesan Safeguarding Adviser
- Ask the applicant for references and follow these up. Ask referees specifically about an individual's suitability to work with children/ vulnerable people
- Arrange for an appropriate DBS check
- Arrange an interview. This should include at least two people, one of whom should be the safe recruiter/ safeguarding officer and the other the incumbent/ family support worker/ churchwarden or PCC member
- The interview is to assess the values, motives, behaviour and attitudes of those applying for the role

On appointment it requires:

- Completion of the *Volunteer Agreement*
- Complete the training on safeguarding online

Applications withdrawn or unsuccessful:

- All documentation to be deleted from all HT systems within 60days