

Safe Recruitment Appendices

Guidance and Forms

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Safe Recruitment Procedure

The procedure applies to all those who apply for voluntary or paid employment working with children, young people or vulnerable adults in the church.

Full details of the Diocese of Bath & Wells Safeguarding Children, Young People and Vulnerable Adults Policy can be found on the Safeguarding pages of the Bath & Wells website. The policy headings are Promoting Safer Practice.

Procedure

All applicants applying for a voluntary or paid employment working with children, young people or vulnerable adults in the church should be given an up to date job description and person specification for the role.

All applicants are required to complete an application form, confidential declaration form and reference request form. The identity of the applicant is also checked.

If there is more than one applicant all applications received should be scrutinised in a systematic way before sending invitations to interview. Ensure that all appropriate checks have been undertaken, including references, before interview.

Ensure that a face to face interview is conducted with the applicant(s) based on an objective assessment of the applicant's ability to meet the job description and person specification. The interview panel should include the safeguarding person and two others.

Ensure that all specific questions designed to gain required information about each applicant's suitability have been asked, including those needed to address any gaps in information supplied in the application form. The interview panel should make a confident selection of a preferred applicant based upon their demonstration of suitability for the role. This information needs to be reported to the PCC.

The successful applicant is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks; including Criminal Record Bureau check.

A Criminal Records Bureau application form is completed and forwarded to the Safeguarding office for submission. **No applicant should commence their employment until the Criminal Records Bureau procedure is completed.** The safeguarding person will be informed of the outcome of the Criminal Records Bureau check.

Depending on the outcome of the Criminal Records Bureau the applicant may or may not be able to take up the position of employment offered.

At the end of the procedure the PCC need to minute the appointment made.

Job Description Form

This form should be completed by all paid and voluntary workers with children or vulnerable adults in accordance with House of Bishop's and Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (*or other responsible body*) and the person to whom the worker is responsible.

To be completed on behalf of the PCC (*or other appointing body*)

Church

Position applied for

Name of group/club

Where/when they meet

.....

Age range of children/range of vulnerabilities

.....

.....

Person to whom responsible/supervising

Job description, work to be undertaken (*points describing the duties and responsibilities in this role*)

.....

.....

.....

.....

.....

Group to whom responsible/the appointing body (e.g. PCC)
What training is needed? Contact the relevant training officer, training secretary
or Diocesan Safeguarding Adviser for details of training opportunities.
(Details may be inserted here)

.....
.....

When is training to take place?

.....
.....

Date/month when this role description is to be reviewed
(e.g. toward the middle and end of a probationary period of six months and then
annually)

Signed
(on behalf of the PCC or other appointing body)

To be completed by the worker with children, young people or adults

Name of applicant.....

I have understood the nature of the work I am to do with children, young people
and adults.

I have read the guidelines produced by the church for safeguarding children,
young people and vulnerable adults.

I understand that it is my duty to protect the children, young people and
vulnerable adults with whom I come into contact.

I know what action to take if abuse is discovered or disclosed.

Signed

Date

*All information will be held safely and in confidence, in accordance with the Data
Protection Act 1998.*

Job Application Form

This form should be completed by all paid and for voluntary workers with children or vulnerable adults in parishes

The PCC is responsible for the acceptance and accreditation of all workers with children or vulnerable adults. Every worker should fill in a copy of this form which should be securely retained by the incumbent, warden, or secretary to the PCC.

Full name

Former names

.....

Date of birth

Address.....

.....

..... Postcode.....

Telephone number

Church.....

Parish.....

How long have you lived at the above address?.....

If less than 12 months please give the following information:

Previous address

.....

How long there?.....

Church attended

Name of minister/priest

Please give details of previous experience of looking after or working with children, young people or vulnerable adults (*as relevant to this role*).

References

Please give the name, address, telephone number and position or relationship of two people who know you well, including one who has managed or supervised your work with children, young people or vulnerable adults. If you are currently in employment, one of the references should be your current employer, unless there are specific reasons why this is not appropriate – in which case, please indicate this.

Name.....

Address.....

..... Postcode

Telephone number

Name.....

Address.....

.....Postcode

Telephone number

Please give details of any relevant qualification or appropriate training.
Have you successfully completed one of the following training programmes?

Specific training for the work Yes/No
What course was this and when?

.....
.....
.....

Safeguarding children or vulnerable adults Yes/No
Who delivered this and when?

.....
.....
.....

Other relevant training Yes/No
Please give details

.....
.....

Are you prepared to undertake appropriate training? Yes/No

Are you prepared to undertake further training as agreed or as the PCC requires? Yes/No

(Note: If you decline to undertake initial training or further training the PCC will be entitled to withdraw your authority to work with children or vulnerable adults.)

Confidential Declaration Form

Please complete the attached confidential declaration form. Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 the age range you will be working with is a 'vulnerable' group and this means that you are exempt from the Act and can be asked to declare any previous criminal convictions including 'spent' convictions. This information can then be used for deciding whether or not you are suitable to work with the age range group. Failure to disclose criminal convictions may result in the termination of your services.

Criminal Records Bureau (CRB) Enhanced Check

In order to work with children and young people or vulnerable adults an enhanced CRB check must be obtained, through the diocese, from the Criminal Records Bureau (CRB).

Signed by applicant.....

Date

Please check that you have completed ALL sections of this form and the Confidential Declaration Form and return the forms to

.....**as soon as possible.**

DATA PROTECTION

In order to comply with the Data Protection Act 1998 it is necessary to inform you that the information you provide on this form will be held securely within our recruitment system indefinitely.

All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

Confidential Declaration Form

This pro-forma is based on the form in “*Promoting a Safe Church*”, House of Bishops 2006.

To be completed by those wishing to work with children or vulnerable adults. The Confidential Declaration Form applies to clergy, employees, ordinands, other adults and volunteers who are likely to be in regular contact with children or vulnerable adults.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Adviser or someone in a similar position. All forms will be kept securely under the terms of 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 you are answering.

1. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

Yes/No

.....
.....
.....

Note: Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Convictions obtained abroad must be declared as well as those from the United Kingdom.

2. Have you ever been cautioned by the Police, given a reprimand or warning or bound over to keep the peace?

Yes/No

.....
.....
.....

3. Are you at present under investigation by the Police or an employer for any offence?

Yes/No

.....
.....
.....

4. Has your name been placed on the Protection of Children Act (POCA), List99, the Protection of Vulnerable Adults List (POVA) or the barred lists maintained by the Independent Safeguarding Authority, barring you from work with children or vulnerable people?

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 or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?

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 you had pastoral responsibility or were in a position of trust.

6. Has your conduct ever caused or been likely to cause significant harm* to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm*?

Yes/No

.....
.....
.....

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 vulnerable adult. Any allegation or complaint investigated by the police, Children’s Services, an employer or voluntary body 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 & 2004, or a similar order under other legislation?

Yes/No

.....
.....
.....

Note: All these matters will be checked with the relevant authorities.

Declaration

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

Signed.....Date.....

Full name.....

Date of birth

Address.....

.....

Please return completed form to:

Before an appointment can be confirmed applicants will be required to obtain a disclosure from the Criminal Records Bureau. 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 or vulnerable adults.

Reference Request Form

The Parish Church of

Name and address of referee.....
.....

Name and address of incumbent or person requesting a reference.....
.....

Date

Dear

Request for reference for paid or voluntary workers with children, young people or vulnerable adults.

Re.....

Address

Post applicant applying for

The above has given your name as someone who may be contacted in relation to their application to work with children, young people or vulnerable adults. Guidelines from the Government and the Church of England advise that all voluntary organisations including churches should take steps to safeguard the vulnerable groups entrusted to their care. I would be grateful if you could comment on the following factors as they may apply to the applicant:

- Previous experience of looking after or working with children, young people or vulnerable adults
- Evidence of their willingness to respect the background and culture of children or vulnerable adults in their care
- Their commitment to treat all children, young people or vulnerable adults as individuals and with equal concern
- Their physical health, mental stability, integrity and flexibility
- Any evidence or concern that they would not be suitable to work with children, young people or vulnerable adults.

Thank you for your assistance.

Yours sincerely

How long have you known the applicant.....years

Their previous experience of looking after or working with children, young people or vulnerable adults

.....
.....
.....

Evidence of their willingness to respect the background and culture of children or vulnerable adults in their care

.....
.....
.....

Their commitment to treat all children, young people and vulnerable adults as Individual's and with equal concern

.....
.....
.....

Their physical health, mental stability, integrity (including financial integrity) and flexibility

.....
.....
.....

Any evidence or concern that they would not be suitable to work with children, young people and vulnerable adults

.....
.....
.....

Signed.....Date.....

If needed please use additional paper

All information will be held in accordance with the Data Protection Act 1998.

Young Helper's Form

Job Description and Support Agreement for Young Volunteers

Parish.....

Thank you very much for agreeing to help with the work for children and young people in our church. We really value the support you are able to give, and will help you all we can.

When children and young people attend things like clubs or Sunday schools run by the church, the church is responsible for their care and safety. All volunteers, whether adults or young people have to agree to do everything they can to make sure that members of clubs or Sunday schools are safely cared for, and there are rules and suggestions to make sure that everything is done properly. By agreeing to volunteer, you are agreeing to help us care properly for the children and young people who belong. The person who will supervise you will help you to understand the best way of doing things. If you have any problems or questions or anything you are unsure about, it is this person who will help you.

This form makes clear what you have agreed to do, confirms your parent or guardian's permission for you to volunteer, and names the person who will supervise you and accept responsibility for you.

NameDate of birth.....

Name of group.....

Age range of group.....

Where and when group meets.....

Person to whom responsible.....

Work to be undertaken and main responsibilities.....

.....

.....

.....

To be completed by all in the three-way partnership agreement

I understand the work with children and young people I am agreeing to help with. I have read and understood this agreement and enter into it with the support of others. I understand that I must help safeguard the well-being of all children and young people with whom I come in contact. I also understand that at pressure times, such as when I have to do exams, I will not be expected to help as a young volunteer.

Volunteer.....Date.....

Parent/Guardian.....Date.....

I accept the responsibility of supervising and supporting this young volunteer.

Person with responsibility.....Date.....



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BATH & WELLS

Changing Lives, Changing Churches for Changing Communities

Medical Consent Form

Event to be attended.....

Date of event.....

Name..... Date of birth.....

Address.....

.....Postcode.....

Any medical details of which the leader(s) should be aware

.....

.....

Doctor's name.....

Address.....

.....

Telephone number.....

Emergency contact

Name.....

Address.....

.....

Telephone numbers (home).....(mobile).....

To be completed by person(s) with parental responsibility for all participants under 18

I/we give my permission for.....to attend and take part in the above named event, and all activities, with the exception of

.....

In case of illness or accident, I/we authorise: The leader(s) of the event to sign on behalf of the parent/guardian any written form of consent required by medical authorities, if a delay in obtaining the signature is considered inadvisable or unnecessary by the doctor or surgeon concerned.

The leader(s) to administer prescribed medication and following contact with the child's parent/guardian or medical profession to administer non-prescribed medication.

Signed.....Parent/Guardian

Name.....