**Parish of St Peter and St Paul, Buckingham**

**Diocese of Oxford**

Parish policy on safer recruitment for volunteers and paid staff and DBS criminal records checks

The following policy was agreed at the PCC meeting held on 14 November 2017:

1. This parish is committed to the recognition of each person’s skills, experience and qualifications. We will attempt to ensure that these are fully considered in the recruitment and appointment of paid staff and volunteers.
2. All applicants for volunteer and paid roles in church will be provided with a job or role description clearly explaining the expectations of the role.
3. All applicants will be asked to complete a SSPP application form and a signed confidential declaration form. The Recruiter will then obtain two independent references prior to the Verifier completing a check from the Disclosure and Barring Service if appropriate. (Portability checks can be completed for volunteers)
4. We will assess all positions (paid or voluntary) in order to determine whether a check is required from the Disclosure and Barring Service and, if so, at what level. For those positions requiring a Disclosure, we will indicate in any advertisement (or other information the level of check and make clear that any offer of position will be subject to the receipt of satisfactory information from the DBS and completion of the appropriate paperwork and interview process.

1. We will obtain DBS checks for volunteers through an appropriate registered body) and will advise the Diocese which registered body we use.
2. If the Diocese advises that a DBS check contains information relevant to the position, we will work with Diocesan staff to assess the risks and agree a course of action.
3. All applicants will be expected to attend a short informal interview with the Recruiter and a member of the PCC. This short session will explore previous experience of the applicant and expectations on both sides of the role and support available.
4. We will normally agree a probationary period for all new applicants and offer an review with their team leader.
5. Regular Safeguarding Training will be provided by the Parish Safeguarding Officers (or Diocese. All those working with children and vulnerable adults will be expected to attend this training to refresh their skills and understanding of safeguarding policy and procedure every three years.
6. If the Diocese advises that a DBS check contains information relevant to the position, we willwork with Diocesan staff to assess the risks and agree a course of action.
7. We will follow Diocesan guidance on the renewal of applications for DBS checks.
8. We will ensure that DBS check information is passed only to those entitled to receive it.
9. We are committed to the fair and sensitive use of DBS check information. We will refer to the Diocese any complaints about the DBS check process or the accuracy of DBS check information so that appropriate action can be taken; this may involve the use of the formal complaints procedure.
10. In dealing with all matters relating to Disclosure, we willl comply with the Disclosure and Barring Service’s Code of Practice. We will also comply with Diocesan policies and follow Diocesan procedures and guidance.

*Based on model policy from Oxford Diocese revised October 2014*