



# **SAFER RECRUITMENT POLICY**

## Introduction

Reflect Church is committed to safeguarding children (anyone under 18) and vulnerable adults and complies with National Safer Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. Reflect Church conducts DBS checks on applicable positions as part of this process.

The purpose of the Safer Recruitment Policy is to deter people who might abuse children or vulnerable adults at risk from applying to these roles where they will have access to these vulnerable groups.

Individuals involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

This Policy shall be applied consistently in relation to all staff.

## Recruitment Process

1. All roles will be advertised on the Reflect Church website, along with an information pack with details about the role, the recruitment process and the checks that we will undertake.
2. Applicants will fill in a standard application form, providing details of two references, who will be contacted with a standard set of questions.
3. Successful applicants will be invited to an interview with two members of the Reflect Church team including a member of the Leadership Team.
4. They will be asked a standard list of questions specific to the role they are applying for and their answers will be recorded and stored for the duration of their fulfilment of the role and for two years afterwards before being destroyed.
5. Applicants intending to work with children or vulnerable adults will be asked to bring identity documents to use for establishing their identity, right to work and to be used for DBS checks.
6. They will also be provided with a self-disclosure form and asked to fill it in and bring it in a sealed envelope if they have any criminal records
7. Applicants for Spark Kids or Youth teams will be asked to attend a Spark Kids or Youth session in order both to understand the role and demonstrate their skills at working with children.

## Checks

- Any individual intending to work with children or vulnerable adults will be required to fill in an **Enhanced DBS check** and **Barred List check** when they are recruited and then every 3 years since the start date during their involvement.
- Reflect Church will also check their **Right to Work** in the UK, using this tool: <https://www.gov.uk/legal-right-work-uk>. Any documents used to establish this must be copied and kept in store.
- If an applicant has lived overseas, **Overseas Checks** will be attempted for their time in that location.
- Reflect Church will also obtain and store **two written references**, at least one of which must be external.

- Applicants will also be asked to fill out a **Self disclosure form** to self-report any relevant criminal convictions, child protection investigations or disciplinary sanctions which they will bring in a sealed envelope, only opened if the applicant is successful at interview.

*If issues arise during checks:*

- People on the barred list or who are unsuitable to work with children will not be given a role working with children or vulnerable adults.
- If concerns are raised during the **DBS process** or on the **self-disclosure form**, a risk assessment will be carried out to ascertain whether they are safe to work with children.
- Applicants without **Right to Work** would not be employed but would be accepted for volunteer roles.
- If an **Overseas Check** is impossible to obtain, a risk assessment will be carried out to discern their suitability for the role.
- If the **references** are vague or contain discrepancies or concerns, they will be followed up and recorded and assessed.

## **INDUCTION**

- Staff and volunteers will be required to familiarise themselves with all Safeguarding documents and procedures, including confirming that they have done this.
- Annual safeguarding training will be provided and required to refresh knowledge and teach any new procedures.

## **ONGOING CONCERNS**

Any concerns about the suitability of an individual to perform a role before they start or after will be taken seriously and dealt with using the reporting procedure of Reflect Church as outlined in the Safeguarding Children policy.

Individuals will be removed from roles until the investigation is complete.

## **OTHER LINKS**

[Reflect Church Safeguarding Children Policy](#)

[Child abuse concerns: guide for practitioners - GOV.UK](#)

[Working together to safeguard children - GOV.UK](#)

**THIS POLICY WAS REVIEWED:** 10th July 2024

**NEXT REVIEW DATE:** 10th July 2025