



All Saints Safer Recruitment Policy

Purpose

This document sets out All Saints Church policy and operating procedure on safer recruitment and selection. All Saints Church is committed to treating all employees and applicants fairly and to recruit the best person for each role.

This policy is to be read in conjunction with All Saints Church Safeguarding policy. No decision regarding employment should be made without the decision maker having read, understood and complied with this policy, or those related to this policy, and where appropriate without the involvement of the Diocese if further advice is needed.

Name Matt Levinsohn

Position: Chair of PCC, Vicar

Signature

A handwritten signature in black ink, appearing to read "ML", written over a horizontal line.

Date:

December 2024

1. Scope

- 1.1. This policy is applicable to the recruitment and selection of employees who are to be engaged to provide services for All Saints Church, irrespective of whether it is for temporary or fixed term or a permanent duration. This policy will be made available to all employees and applies to both internal and external recruitment.
- 1.2. This policy also applies to individuals who are involved in All Saints Church processes and procedures, including job applicants, employees and volunteers.
- 1.3. All Saints Church is committed to Safer Recruitment principles and practices.

2. Key Responsibilities

2.1. The Staff Management Team

- To liaise with PCC members when seeking to employ someone to ensure Safer Recruitment and People Management policy is being adhered to.
- The Parish Safeguarding Officer to ensure all safeguarding requirements are adhered to and to confirm whether or not the role falls under SRPM which is determined by whether the role involves working with Children, Young People, and/or Vulnerable Adults.
- The PCC and Incumbent who will draw up the job description and conduct the advertisement, recruitment and induction processes.
- The policy, principles and processes reflect good practice and meet legal requirements that will protect All Saints Church and its employees and also applicants who experience All Saints Church recruitment and selection process.

2.2. Incumbent / Staff Team / Team Leaders are responsible for:

- Depending on the role, if it is a paid staff role the incumbent will provide line management unless delegated to others, and will ensure the following is provided. If the person being recruited is a volunteer or will work under the direction of a staff member, then that staff member takes on the role of inducting, line management etc. If the person being recruited is a volunteer in a ministry of the church, their ministry team leader will provide induction, line management etc.
- promoting the principles of this policy to staff and volunteers.
- adhering to the principles and process when engaged in recruitment and selection activity.
- ensuring they have completed the relevant training to be able to participate in the recruitment and selection exercises.

2.3. Staff are responsible for:

- reading and understanding the contents of this policy and ensuring that when participating in any aspect of recruitment and selection within All Saints Church that they adhere to the principles and process outlined in this policy.

3. Recruitment Principles

- 3.1. All staff who take part in recruitment and selection exercises will have completed the Safer Recruitment and People Management training, and any other training deemed necessary.
- 3.2. The Incumbent will have overall responsibility for the recruitment process, including the shortlisting panel and interview panel.
- 3.3. Any qualifications or requirements listed on the job description will only be categorised as essential criteria if they can be justified in terms of the role to be done.
- 3.4. Information collected through equality monitoring is used only to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.
- 3.5. Selection tests will be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.
- 3.6. It is not permitted for internal or external candidates to canvas interview panel members. Any applicant found to be canvassing the panel will be disqualified from the recruitment process.
- 3.7. Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment will be kept by the incumbent for no longer than 6 months in compliance with the UK General Data Protection Regulation and Data Protection Act 2018. Records will then be disposed of confidentially.
- 3.8. All Saints Church is able to make reasonable adjustments throughout the recruitment and selection process for any applicant who has a disability.

4. Safer Recruitment at All Saints Church

- 4.1. When a vacancy arises, the incumbent will review the job description and person specification to ensure that the content is reflective of the vacancy. The incumbent will discuss with the PSO whether the role requires a DBS check and if so at what level. This will then be reflected in the job description. This will include consideration as to whether the job involves any 'Regulated Activity' with children and/or vulnerable adults.
- 4.2. Individuals will be screened against the job requirements highlighted in the job description. An applicant should meet the 'Essential' criteria of the role to be shortlisted for an interview.
- 4.3. Individuals interested in applying for a position with All Saints Church will be provided with an application form and job description which will include all the information they will need about All Saints Church and the advertised role. Applicants should apply for a role with All Saints Church by completing the relevant application form, which requires the applicant to provide all the necessary information.

- 4.4. Any gaps in employment should be explained at either the application stage or the interview itself to the satisfaction of the recruiting manager.
- 4.5. All interviews will be carried out face to face. If this is not possible, interviews via video calling may be permissible.
- 4.6. All candidates who are successful at interview and are offered a role, will be required to provide details of at least two referees, one must be from their most recent employment. Referees should have been known to the applicant for at least three years and cannot be from a family member.
- 4.7. Where the role requires a DBS check level Enhanced or above the successful candidate will be required to complete a confidential declaration form.
- 4.8. All successful candidates will be asked at the offer stage to provide documentary evidence of their right to live and work in the UK. A full list of acceptable documents can be provided by the office administrator upon request.
- 4.9. Candidates will not be able to start in the role until all pre-employment checks have been completed, this includes a DBS check if necessary, a confidential declaration form where required, the receipt of two satisfactory references and a right to work check and completed safeguarding training to leadership level. The candidate will also need to have signed and returned their Written Statement of Employment Particulars to the office administrator prior to commencing in role.

5. Procedure

All recruitment must follow the steps outlined below:

- 5.1. Once the PCC decides it wants to advertise a role, the incumbent with the PCC/Staff Management Team must produce a job description with full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification section of the job description. If one already exists, the incumbent with PCC/Staff Management team should review this against the current requirements of the role.
- 5.2. Once the vacancy has closed, the incumbent must ensure that all applicants are shortlisted in line with the 'Essential' and 'Desirable' criteria listed on the job description. The office administrator will arrange for shortlisted candidates to be invited to interview, allowing candidates sufficient time to prepare and make their respective necessary arrangements.
- 5.3. The incumbent must ensure that all candidates who are interviewed should be put through the same process and asked the same questions to ensure a fair process has taken place. Should the incumbent wish to conduct an assessment as well as a standard interview this needs to be flagged up to candidates before the day.
- 5.4. The incumbent will arrange for all candidates who are unsuccessful at the interview stage to be informed in writing. The incumbent will make the successful candidate a conditional offer of employment, which should set out the terms of employment offered.

- 5.5. All offers are subject to two satisfactory references, a check on relevant qualifications and eligibility to work in the UK. All Saints Church reserves the right to request a third reference where appropriate.
- 5.6. The incumbent will take up references as part of the pre-employment check process and requests for references will be made following the conditional offer being made to the successful candidate. These references should be seen by nominated persons from the PCC who are part of the interview panel.
- 5.7. If the DBS check, confidential declaration form are not satisfactory, the offer may be revoked. Similarly, the job offer may be withdrawn if the references are not satisfactory.
- 5.8. Under no circumstances is a new employee permitted to take up their employment with All Saints Church until all pre-employment checks are completed.
- 5.9. Documentation from the shortlisting and interviews must be returned to the incumbent for secure storage. Only those that require access for specific and authorised purposes will be able to access this information. Once the period of retention has expired the documentation will be disposed of.
- 5.10. Once all pre-employment checks have been completed satisfactorily, confirmation of employment can be sent to the candidate and a start date agreed. The employee will be provided with two copies of their Written Statement of Employment Particulars prior to commencing employment. This must be signed and returned prior to commencing in the role with All Saints Church
- 5.11. The incumbent is responsible for ensuring the new employees' induction is completed.
- 5.12. All new employees will be subject to a probation period of 6 months, unless the role is temporary in which case the probation period may be shortened.

6. Appeals

- 6.1. Employees who have concerns about any aspect of this policy or its operation should write to the incumbent and to the Vice Chair of the PCC.
- 6.2. Prospective employees who have concerns about any aspect of this policy or its operation should write to the incumbent and Vice Chair of the PCC

7. Changes to this Policy

- 7.1. This policy is non-contractual and All Saints Church reserves the right to change this policy at any time. All Saints Church employees will be notified of any such changes according.

8. Review

- 9.1.1 All Saints Church will review this policy in line with the timescale below and also when there are any relevant changes in employment law that may affect the current content of this policy.