

Six Steps to Safer Recruitment

Our churches are very vulnerable. In our anxiety to 'do things' we are keen to accept any offer of help from anyone. This is not only unsafe but devalues the role of the applicant. They are important.



What we are asking them to do is important.

The participants in the group/activities are important and should be kept safe.



Step One: Role/Job Descriptions

Provide a role description for the volunteer or a job description for a paid employee.

Step Two: Self-Declaration

Ask the new recruit to complete a self-declaration form. The Congregational Federation has a Local Workers Form (LWF) that you can use.

Step Three: References

Take up at least two references. If possible the new recruit should provide one reference from their workplace, previous church or another organisation they have volunteered with. Another reference should be a character reference. The referee should be provided with the role/job description when asked to provide a reference. Ask specific questions of the referees!

Step Four: Interview

An interview should take place in all circumstances. This can range from very informal if for a volunteer to a panel of deacons/elders for a Church leader. This also gives opportunity for the new recruit to ask questions.

Step Five: Disclosure and Barring Checks

Depending on the role/job the Church Secretary or Protection Verifier should advise what level of checking is required. This could range from Self-declaration only to Enhanced including a Barred List check. If the new recruit commences the role/job before the result of the disclosure check has been received they should be supervised at all times and clearly told that acceptance depends on the disclosure result.

Step Six: Probation Period

A probation period should be agreed upon especially in the case of employed positions. A final interview should be held at the end of the probation period.

Remember these steps should be followed whether recruiting a new Church Leader or lunch club volunteer.

Example forms can be provided by:
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