



STB Safer Recruitment Policy

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1. Version Control

Policy Title:	STB Safer Recruitment Policy
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2. Opening statement

As the Trustees of St Barnabas, Grange Park, we live by our values:

Integrity -Our identity and purpose are found only in Jesus Christ. It is all about Him and not about us. We fix our eyes on Jesus and follow Him.

Generosity -We give away because God gave everything.

Community -We strive to love one another as Christ has loved us and use our gifts to further God's mission on earth.

Audacity -We courageously and boldly respond to the Great Commission...to make disciples and plant new churches for His glory.

Joy -We are people of joy because we are filled with the Holy Spirit and have hope in Jesus Christ.

In terms of Safeguarding, we have practical and spiritual responsibilities to God and others. We recognise the need to provide a safe and caring environment for children, young people and where necessary, vulnerable adults and our responsibility to protect everyone who had contact with our organisation. (**Integrity**)

(This policy and its procedures apply to all adults who are in need of protection, whether or not they have a recognised vulnerability, as defined under the Care Act 2014 and its accompanying guidance. As Trustees, we acknowledge that any adult may be vulnerable from time to time or consider themselves to be vulnerable at a particular point in time.)

We believe every child, young person or vulnerable adult should be valued, safe and happy. (**Joy**) We want to make sure that the people we have contact with know this and are empowered to tell us if they are suffering harm.

All children, young people or vulnerable adults (**Community**) have the right to be treated with respect, to be listened to and to be protected from all forms of abuse and the care and protection of those involved in our activities is the responsibility of all members of our church.

We want to be **generous** and **audacious** in the activities we provide, and therefore have established a Safer Recruitment Policy for all those who will be or could potentially be working with children, young people or vulnerable adults.

3. Safer recruitment

(preventing harm through screening to ensure only suitable people work with children, young people and vulnerable adults)

Those recognised as needing to undertake the Safer Recruitment procedure will include:

- Church Leaders
- Trustees
- All Leadership Team Members including: the Young Families Lead; the Young Families Team Chaplain and the Pastoral Co-ordinator.
- All those wishing to lead or volunteer with STB Kids and/or youth work.
- All those who are part of the pastoral support

(This may also include others whose roles may involve children, young people or vulnerable adults, at the discretion of the Church Leader, Safeguarding Officer or Safer Recruitment Lead.)

4. Recruiting

As a Board of trustees, we will ensure all workers are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the role.

- Those applying have completed an application form and a self-declaration form.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Two written references have been obtained and followed up where appropriate.
- Qualifications where relevant have been verified.
- A criminal record check (Disclosure and Barring Service (DBS) check or equivalent) has been obtained in accordance with the position that the person has applied for, where necessary.
- As a charity we will comply with the Code of Practice requirements concerning the fair treatment of applicants and the handling of information.
- If a conflict of interest arises when there is a conflict between a public duty and a private or personal interest, this will be identified, discussed and steps put into place to manage the conflict.
- Those applying have undertaken a basic online safeguarding course and a copy of the certificate has been sent to the Safeguarding Officer or member of the safeguarding team.
- A suitable training and induction programme is provided for the successful applicant.
- The applicant has access to and has read the STB safeguarding policy and knows how to report concerns to the Safeguarding Officer.
- Suitable ongoing support and supervision is provided.
- DBS checks are completed every three years.

5. Not recruiting

As a Board of trustees, we will ensure all volunteers have been appointed and trained by the appropriate member of the STB Leadership Team. This includes ensuring that:

- Those applying understand the role and responsibilities they are volunteering for, through an informal discussion with the appropriate Team Leader, including our Vision and Values.

- Those applying have completed a self-declaration form.
- Safeguarding has been discussed with them on expressing interest for the role.
- A reference has been obtained from a leader within their home church.
- A criminal record check (Disclosure and Barring Service (DBS) check or equivalent) has been obtained and a copy of a certificate-issued by the Diocese -within the last three years has been sent to the Safeguarding Officer OR
- A check is carried out by the Safeguarding Officer on their current status on the Update Service.
- As a charity we will comply GDPR requirements concerning the handling of information
- Those applying have undertaken a online safeguarding courses including Basic, Foundation and Domestic Abuse (as suggested by our church diocese)and a copy of the certificate has been sent to the Safeguarding Officer or Safer Recruitment Lead.
- A suitable training is provided for the successful applicant.
- The applicant has access to and has read the STB safeguarding policy and knows how to report concerns to the Safeguarding Officer. A digital signature will be shared via Church Suite to show that the policies have been read.
- Suitable ongoing support and supervision is provided.
- DBS checks are completed every three years.

6.Young Volunteers

The minimum age for a volunteer is 14years. Where this is agreed the young worker will be supported and their work monitored so that they are not placed in a position of undertaking any duties to which they are not capable of completing well. Where a young helper is under 17, they must be the responsibility of a named adult and never be in a position where they are providing unsupervised care of children. DBS checks will not normally be required and cannot be completed for anyone under the age of 16 years. It is good practice to have at least a 4-year gap between the age of the team member/helper and the

children with whom they are working. Once a young volunteer reaches the age of 16, then the above procedures regarding DBS checks and Safeguarding training will apply.

7.Key definitions

Child or Young Person: Anyone under the age of 18 years is legally defined as a child. Therefore, through out this policy the terms child and children are used to cover all those under the age of 18 years.

Adults in need of protection: In line with the Care Act 2014, we as the Trustees of STB, recognise that we should use the generic term "Adult" and not label some as vulnerable. The term adult in need of protection is someone over the age of 18 years who meets any of wider definitions of vulnerability.