

## SAFE RECRUITMENT POLICY

The aim of this policy is an important part of creating a safe environment for children at Life Church Bath. It helps make sure that everybody working with children is suitable to do so and ensures that the process is fair for all applicants.

The Leadership will ensure all workers, whether volunteers or in a paid capacity, will be 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 that is sent to applicants, or the Children's Pastor or Youth Pastor will themselves explain what serving in Life Kids or Found Youth will involve and what the recruitment process will look like
- those applying to work with children or youth will:
  - complete an application form
  - meet with the Children's Pastor or the Youth Pastor who will
    - explain more fully their vision for children or youth at Life Church Bath
    - explain the roles and responsibilities of children's or youth workers as detailed on the job description
    - go through the application form and discuss with the applicant why they want to be involved, discussing any previous experience of working with children or youth, ensuring that the form contains contact details for 3 referees
  - complete a self-declaration form
  - meet with a member of the Safeguarding team who will
    - discuss the details on the self-declaration form
    - discuss safeguarding
    - explain where to find a copy of our safeguarding policy and how to report concerns
- written references have been obtained, and followed up where appropriate and when possible
- a satisfactory disclosure and barring check has been obtained by Life Church Bath (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) at the appropriate level.

- where it is not possible to obtain a disclosure and barring check (for example newly arrived to the UK from another country) then relevant checks from the applicants home country will be obtained where possible, and references obtained. The volunteer will not be allowed to be on their own with a child / group of children until they have a satisfactory DBS check
- qualifications, where relevant, may be verified
- a suitable training programme is provided
- all applicants will complete a probationary period of 3 months or more
- at the end of the probationary period, further discussion or contact between the leader and helper will take place. A review should be made as to how things are progressing and whether both parties are happy that the worker remains as a team member. During the probation period the potential volunteer must never be left alone with a child or group of children
- in the event of unsatisfactory references or checks the potential volunteer would be disqualified from any involvement with children's or youth work. This would be shared with the Disclosure and Barring Service as appropriate
- both paid staff and volunteers who continue working with children will be required to complete a self-declaration form and a Disclosure and Barring check every 3 years. We recognise that this is good practice and in line with the recommendation of the Charity Commission
- Should a volunteer take a break from serving in Life Kids or Found Youth (but stay an active member of Life Church Bath) and then return to serving, with a satisfactory DBS at the relevant level that is less than 3 years old, then the Children's Pastor or Youth Pastor will sit with them and find out what has happened in their gap in volunteering. If satisfied, then they can be reappointed without the need for a new application form, references or DBS check