**Safer Recruitment & People Management – Frequently Asked Questions**

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| Should the Safer Recruitment system be followed for all recruitment, both paid and voluntary?  | You should always follow the safer recruitment and people management process as good practice for both voluntary and employed roles, and you **must** follow it for those roles that involve substantial contact with children and/or vulnerable adults.However each appointment process will vary depending on the exact scope and function of each role and will need to be proportionate to the degree of safeguarding risk and responsibility. For example some roles will require a DBS, some will not, some roles will require a more detailed role profile than others, and for some you will advertise widely, others not. Each section of the guidance provide advice and toolkits that help you to identify what needs to be done. | 01/12/2021 |
| Do we need references for someone who has been worshipping in the church for a long time (e.g. all their lives) but only becomes able to volunteer when they retire?  | Yes – it doesn’t matter how long you have known someone personally they must be safely recruited. For volunteers at least one of the references must be from outside of the church body and at least one must comment on their ability to work with the group with whom they will be volunteering. | 01/12/2021 |
| The toolkit asks for a privacy notice, what is this and where can I find an example? | The Parish Resources website had a section on Data Protection: Parishes and the “GDPR” and also contains guidance and a sample privacy notice. Follow this [link](https://www.parishresources.org.uk/gdpr/) for more information. | 01/12/2021 |
| How do I book on the training? | CofE online training, which includes SRPM can be booked via the [online training portal](https://safeguardingtraining.cofeportal.org/), Diocesan training can be booked via our [website](https://trurodiocese.org.uk/resources/safeguarding/training-safeguarding/). | 01/12/2021 |
| What do you mean by "implemented"? does that mean accepted by each PCC or all the requirements set up by 4th January | The policy is a revision of the Safer Recruitment Practice Guidance that all PCC’s should have been following since 2018 and is the minimum standard that any organisation should be following. The House of Bishop’s expect that the policy will be fully implemented by the 4th January 2022. However we recognise that some PCCs may have more work to do that others. By the end of December all PCCs should have read the policy and used the self-assessment toolkit to identify what actions may be required to implement the policy and when they will be completed by. PCCs will then be expected to monitor that the actions are being completed in a timely fashion. | 01/12/2021 |
| What are we supposed to do about a churchwarden who refuses to undertake a DBS check and/or any safeguarding? | As outlined in in the Introduction to the guidance failure by a churchwarden or PCC to have due regard to House of Bishops’ safeguarding guidance may result in an investigation being carried out by the Charity Commission and the churchwarden or PCC members may be subject to disqualification as charity trustees. (third paragraph under status and structure of the guidance). | 01/12/2021 |
| Do we have to carry out the full safer recruitment requirements for someone on the flower rota or on the bell ringing team? | Whilst you should always follow the safer recruitment and people management process, see flowchart in the introduction, the guidance recognises that there is a complex collection of different organisations with many different roles, paid as well as voluntary. Each appointment process will vary depending on the exact scope and function of each role as they will need to be proportionate to the degree of safeguarding risk and responsibility. For example, the role description for some volunteer positions might be briefer than for an employed position; the range of questions in an interview for some volunteer positions might be more limited than for other volunteer positions with more complex safeguarding responsibilities.Each section of the guidance provide advice and toolkits that help you to identify what needs to be done. | 01/12/2021 |
| Do we need references for someone who has been worshipping in the church for a long time (eg all their lives) but only becomes able to volunteer when they retire? | Yes – it doesn’t matter how long you have known someone personally they must be safely recruited. For volunteers at least one of the references must be from outside of the church body and at least one must comment on their ability to work with the group with whom they will be volunteering. | 01/12/2021 |