

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 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 , Diocesan training can be booked via our website .	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 than 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

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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
Can we have a summary and/or paper version of the guidance?	There are no plans to produce a summary version as the guidance has been written to support churches and parishes of all sizes. However PCCs are not expected to have an in depth knowledge of the whole document. An understanding of the key requirements, which can be found in blue boxes at the start of each section, and where to go for more detailed information. The SRPM online training takes the user through each section and outlines the main requirements.	14/01/2022
The guidance is not relevant or applicable to a small church and we don't have the resources to implement it.	A short video has been produced that features people on the ground talking in their own words about why it is important to them and how they have gone about implementing the guidance. The video also features a survivors perspective The video can be found here https://youtu.be/POfg9i4ANc8	14/01/2022

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How can my PCC read and sign up to having implemented the guidance when we don't have the resources in place?	<p>The guidance is House of Bishops guidance that the PCC must follow for the appointment of all roles that involve substantial contact with children and/or vulnerable adults. There is a lot of good practice in the guidance that will be helpful for good volunteer and staff management and therefore it is recommended that PCC's consider the good practice when recruiting.</p> <p>We would not expect every member of the PCC to have an in-depth knowledge of the whole document. We would suggest that you nominate a couple of key officers to get to know the document on behalf of the PCC (e.g. Parish Safeguarding Officer), and that they provide assurance to the PCC. The self-assessment toolkit (or the checklist in the Parish Dashboard) is a useful tool to provide assurance of where you are meeting the requirements of the toolkit and where more action may be required.</p>	14/01/2022
Why can't we have standard role descriptions?	<p>Every church across country has different roles and requirements so it is difficult to create a set of standard role descriptions.</p> <p>There is a template in the guidance that can be used. A parish in our diocese has also shared a number of their role descriptions that can be adapted to suit your needs. They can be found on the diocesan website.</p>	14/01/2022
My DBS Recruiter is struggling to advise me if a role requires a DBS.	<p>The key way of identifying if a role requires a DBS is a role description that shows if the post-holder works with children and/or vulnerable adults and the frequency of involvement. Without this it is very difficult to identify whether a DBS is required.</p> <p>With the role description your DBS recruiter will be able to use the DBS Role Eligibility Guidance in Section 9 or seek guidance from 31:8.</p>	14/01/2022
Do volunteers need a volunteer agreement?	<p>It is strongly recommended that all your volunteers are given and sign a volunteer agreement. This may vary from parish to parish but you can find an example template on the Diocesan website and also on the NCVO website here</p>	17/01/2022

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How do we decided what is proportional and acceptable?	<p>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.</p> <p>Specific appointment processes 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 (e.g. Parish Safeguarding Officer). The “advertising” for a Diocesan Safeguarding Adviser (DSA) or National Safeguarding Team (NST) role will be more substantial than when a parish is seeking volunteers.</p> <p>Each section of the guidance provide advice and toolkits that help you to identify what needs to be done.</p>	14/01/2022
If someone is recruited to one role and later on wants to undertake another role do we need to complete a completely new recruitment process?	<p>If you have someone carrying out a role and you wish them to take on additional activities (rather than a totally new role) we would advise that you review and update their role description. If the requirements of the new activities are different then it may be that a DBS and/or safeguarding training is required.</p> <p>DBS is role specific and the document does provide guidance on which roles are likely to require a DBS. If you are adding activities to someone’s role description then you MAY need to apply for a DBS, depending on whether the activities are eligible for a DBS. So in the example you have given – if the flower rota role does not require a DBS but the bell ringer role does – then you would need to apply for a DBS.</p> <p>If the other role is completely different and the level of safeguarding risk is higher, for example one role is a flower arranger and the other a youth worker, then it would be appropriate to complete a new recruitment process.</p>	14/01/2022

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What do we do if we are unable to get suitable references?	<p>The document recognises that it is sometimes difficult to obtain references and provides guidance on the different types of reference and what to ask. It is also acknowledged that sometimes a personal reference from group leaders, neighbours or friends may be used. If you need clarification about information on a reference it may be necessary to ring the referee.</p> <p>For those cases where it has not been possible to get suitable references you should record why it was not possible on the recruitment documentation.</p>	14/01/2022
I've done safer recruitment training in the past, and have recently completed the new leadership training. Do I need to do the training again.	<p>Safer Recruitment and People Management training should be completed by those involved in recruitment and then should be refreshed every three years in addition to the core safeguarding training that you are required to do (e.g. Leadership or Senior Leadership).</p> <p>Therefore, if you last completed safer recruitment training three years ago it should be refreshed now. However, given the changes in process introduced with the 2022 guidance we would recommend completing the module anyway.</p>	17/01/2022
What are the safeguarding training and DBS requirements for PCC Members?	<p>House of Bishop's guidance is that PCC Members should all have done Safeguarding Basic Awareness Training and some should have a DBS check (based on their role). Best practice is that PCC Members should complete Basic Awareness AND Foundation training, to be renewed every 3 years.</p> <p>With regards to DBS – Diocesan advice is in line with the Charity Commission guidance. We expect that all PCCs would be open to working with children and/or vulnerable adults and therefore should follow the Charity Commission guidance and ALL PCC Members should therefore have an Enhanced (without barred list)</p>	27/01/2022

<p>How does the DBS Update Service work?</p>	<p>The DBS Update Service allows you to keep your DBS certificate up to date and the Diocese to check your certificate. It is free for volunteers and costs £13 per year.</p> <p><u>Staff & Volunteers</u></p> <p>If you wish to use the Update Service and are in the process of getting a DBS you must register within 28 days, if you already have a DBS then you must register within 30 days of the certificate being issued.</p> <p>You must then give the Diocese permission to check your certificate or you will need a new DBS.</p> <p>It is your responsibility to renew your subscription to the Update Service annually. If your subscription runs out you will be required to apply for a new DBS check and register again for the service.</p> <p>You can register for the DBS Update service here https://www.gov.uk/dbs-update-service</p> <p><u>Recruiters & Managers</u></p> <p>If a member of your staff or a volunteer is registered to use the DBS Update Service then, providing nothing has changed, they will not need to renew their DBS every three years.</p> <p>You will still need to see the applicant's original certificate and check that it is for the same workforce as the role required.</p> <p>If the details are correct, take a note of the certificate details (name, date of birth, certificate number, type of certificate and issue date) and forward it to safeguardingqueries@truro.anglican.org</p> <p>The Diocesan Safeguarding Administrator will then take responsibility of checking the DBS service annually and you will be advised if there is any action required.</p> <p>Please ensure that you let the Diocesan Safeguarding Administrator know if/when the individual is no longer in the role.</p>	<p>27/01/2022</p>
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How do I monitor DBS and Safeguarding Training records	<p>It is the manager's responsibility to ensure that all volunteers and staff are up to date with the safeguarding training and DBS checks that are required for their role.</p> <p>Roles that are licensed or commissioned by the Bishop (e.g. Clergy, PtO, Readers, LPMs) and roles that are required by the House of Bishop's for safeguarding purposes (e.g. Parish Safeguarding Officer, DBS Recruiters) will be monitored by a nominated Responsible Officer in the Diocese.</p> <p>Parish roles will need to be monitored by the PCC and we have created a spreadsheet that may assist you.</p>	27/01/2022
The Parish Safeguarding Handbook states that the PCC will have a policy statement on the recruitment of ex-offenders. Do we need one?	<p>Section 4 of the SRPM guidance clarifies the Recruitment of Ex-Offenders Policy is only necessary if the Church body is a Registered Body or is in receipt of DBS Update Service information.</p> <p>The Diocese of Truro is the Registered Body and also takes responsibility for information from the DBS Update Service. Therefore in our Diocese the PCC does not need their own policy.</p> <p>For those PCC's who use the Parish Safeguarding Dashboard, this question has been switched off with effect from 31st January 2022.</p>	31/01/2022

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<p>I understand that the Diocese monitors the DBS and safeguarding training records for those roles that are licensed or commissioned by the Bishop (e.g. Clergy, PtO, Readers, and LPMs). Should the PCC also be monitoring DBS and Training records?</p>	<p>The Diocese monitors the DBS and safeguarding training records in order to ensure that anyone who is being recommissioned or relicensed is up to date with the necessary requirements of their role. We will endeavour to let someone know that their DBS or safeguarding training is due for renewal four months in advance, so that there is sufficient time to renew if need be.</p> <p>We recognise that people may refer to the PSO in the first instance if they are unsure of when they are due to renew their DBS or safeguarding training. Unfortunately at the moment our systems are unable to produce reports by parish, however if the PSO wishes to find out the information relating to individuals within their parish they can request it from safeguardingqueries@truro.anglican.org.</p> <p>We endeavour to keep our information up to date, however we are reliant on being told when people are in or leave a role. Please let us know if you are made aware of any changes and are unsure if that information has been passed on.</p>	<p>21/02/2021</p>