**Scottish Episcopal Church**

**Safer Recruitment of Staff and Volunteers**

*“The single most effective point at which an organisation can use good management to minimise the possibility of abuse is when new paid staff or volunteers are appointed, although it is important to ensure that vigilance is maintained thereafter”. (1995 Smith: Protecting Children)*

The Scottish Episcopal Church will take all reasonable steps to ensure that unsuitable people are prevented from working with children and vulnerable adults. In addition to the Church’s recruitment policy, all posts involving regulated work with children and/or protected adults will be subject to satisfactory PVG Scheme disclosure. Appointments to positions of trust and responsibility that do not involve regulated work should follow the same robust recruitment process.

**Advertising** - All posts should be advertised. This may be a formal advertisement in the wider public domain for a paid post, or for volunteer posts a brief job description and person specification displayed on a notice board, church magazine or website. If the post involves regulated work, the advertisement must state that the position is subject to satisfactory PVG Scheme disclosure. People should be made aware of the requirements of the job before putting their names forward for consideration.

**SEC Policy on the Recruitment of Ex Offenders -** The SEC policy should be made available to all applicants. This is set out in the handbook *Safeguarding the Vulnerable*.

**Job Description** – This should be a basic description of what the role entails and specify the responsibilities involved. A template is available.

**Application Form** - Applicants should provide basic information about themselves, and experience and qualifications relevant to the role. A template is available.

**Interview** - Applicants should be interviewed by a panel of at least two people.

**Offer of Position** - Any offer of a position involving should be subject to satisfactory references being received and followed up. For positions involving regulated work Satisfactory PVG Scheme Disclosure is a legal requirement and the final recruitment decision rests with the Provincial Officer for the Protection of Children and Vulnerable Adults. PVG applicants should complete a self declaration form and seal it in an envelope. This is then sent to the Provincial Office with the PVG application. The Provincial Officer should be consulted if there are any safeguarding concerns about a person being appointed to a position of trust.

**Appointment** – Appointments should always be subject to:

• satisfactory references received and checked

• satisfactory PVG Scheme membership/Scheme Record Update

The final recruitment decision, for applicants with conviction or non conviction information on their PVG Scheme Record, rests with the Provincial Officer for the Protection of Children and Vulnerable Adults

**References** - References should always be requested and thoroughly checked. Two written references should be sought with at least one from a former employer.

**Overseas Applicants** - Applicants for a regulated work post from overseas are required to join the PVG Scheme. They should prove their ‘right to work’ in the UK and be asked to provide a police check from their relevant country, where possible.

**Induction** – On taking up the role, the candidate should be given a proper induction, including an explanation of the Church’s Child/Vulnerable Adult Protection Policies.

**Training** - All new workers should receive initial training appropriate to the job, with ongoing training and support on a regular basis.

**Probation** - Newly appointed staff and volunteers should complete an appropriate probationary period.

**Supervision**

All staff and volunteers should be supervised, and their performance appraised. This should include ongoing suitability for the role. The Provincial Officer must be advised of concerns about the suitability of any person doing regulated work or in a position of trust with the SEC. Workers should have a named person to whom they can report any concerns.

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*For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed. (Lord Bichard 2004)*