

ST JOHN WITH ST MARK : SAFER RECRUITMENT POLICY

This policy applies to the non-competitive recruitment of volunteers and should be read in conjunction with the 'Policy Statement on Children, Young People and the Church of St John with St Mark, Bury'. Our policies and practices follow the recommendations in the Manchester Diocesan document 'Safeguarding Children'* which has been adopted by the PCC.

Children and young people are an important part of our Church today and we value the commitment and dedication of our adult volunteers who make it possible for us to provide the range of activities on offer at St John with St Mark. Our Safer Recruitment process, outlined below, is designed to safeguard all parties:

- Vacancies for volunteers will be 'advertised' in church (eg. in announcements, through the pew sheets, on the notice board etc).
- A 'job description' will be available for potential volunteers, which briefly outlines the expectations of the volunteer and the church.
- An opportunity will be provided for potential volunteers to observe other volunteers in the appropriate group setting.
- The potential volunteer must then complete both an Application Form (providing the names and addresses of two referees) and a Self-Declaration Form, to be returned to the Child Protection Co-ordinator.
- The Child Protection Co-ordinator will send out a Reference Form and covering letter (plus SAE) to each of the referees. At least one reference must be obtained for the application to proceed.
- On receipt of the reference(s) and where there are no concerns/queries, the Child Protection Co-ordinator will meet with the Vicar (or other clergy member) to review the application. The applicant can then be appointed to the post, subject to a satisfactory DBS disclosure. The Child Protection Co-ordinator will provide support through this statutory part of the process.
- It is a requirement of appointment that volunteers successfully complete the diocesan online Child Protection Training programme. Support will be available.
- Where concerns/queries are raised by any element of the application process, the Child Protection Co-ordinator must consult with the Vicar, and if necessary the Diocesan Child Protection Adviser, before proceeding further. If an application is declined, feedback will be given to the applicant.

Updated and agreed by PCC: 21st February 2013

Vicar:

Churchwarden:

Churchwarden:

*The document 'Safeguarding Children' can be found at www.manchester.anglican.org