St John's Church Kenilworth Appointing to Paid and Voluntary Roles

Introduction

This summary is based on the House of Bishop's [Safer Recruitment and People Management](#) Guidance published in June 2021 and amended in March 22. A summary of the document is available on the [Coventry Dioceses website](#) . The guidance comes into practice in January 2022. Parts of the guidance are mandatory.
It applies to the recruitment of those working with children and vulnerable adults.
According to the guidance, other aspects of HR practice relating to appointments that should be considered include, Diversity, Equality, Data Protection, and Employment Law.

The recruitment process for roles with children and/or vulnerable adults includes the following stages. The guidance suggests it is applied [proportionately](#).
Good Practice Guidance can be found at:
https://drive.google.com/file/d/1ShUm6YTsV44jOZPYYGWiKONHRmYR-fGR/view?usp=sharing

Initial Determination by PCC

PCC must approve recruitment to the role, ensure there is a [Responsible Person](#) planning and overseeing the recruitment process, someone to support the responsible person, and make a judgement about the role's involvement with children and/or vulnerable adults.
Details at:
https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/scope-safer .
PCC must consider whether the role involves substantial contact with the vulnerable (children and/or adults).[1]

Planning

You need to write a short [role description and person specification](#) and be clear whether the role you have in mind requires a DBS check and what level of check. Best to check this with the safeguarding officer. Email: safeguarding@stjohn316.co.uk . Do you need PCC approval, to start the recruitment process? You can always check with the Vicar or Church Wardens. Templates for role descriptions and person specifications are available [here](#).

Put a notice in the newsheet about the vacancy as a minimum. This ensures the whole church is aware of the vacancy. Make sure it includes a closure date for expressing interest, and [this information](#). An application form is available at:
https://www.coventry.anglican.org/info-for-parishes/safeguarding/safer-recruitment-and-people-management-.php .

---

[1] In practical terms, what is trying to be established here is a difference from "casual contact" of the type a shopkeeper would have with children and vulnerable adults. Shopkeepers are likely to come across all types of people whilst working in their shop. The fact that they might come into contact with the vulnerable would not be enough for them to be eligible for an enhanced check and the same principle should be applied to all roles. An enhanced check cannot be carried out just because a role might come into contact with a vulnerable person, (i.e. children or vulnerable adult). In the past, this has been referred to by Government officials in relation to eligibility as the "shopkeeper test".

Initial Discussion with volunteers

You ask for offers of help. Someone expresses an interest in joining your team or activity. If they visit the group, make sure they are not left alone with children or vulnerable adults at this stage.[2]

This informal stage cannot replace a formal selection process. You cannot start volunteering with children or vulnerable adults until the safer recruitment process is complete. See discussion [here](#).

Discussion of Role Description and Application

There are formal requirements about what information must be shared with candidates, and what must be in the application form (https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-4).

Share the role description with them and discuss.

Ask them to complete the application form (example:https://www.coventry.anglican.org/info-for-parishes/safeguarding/safer-recruitment-and-people-management-.php).

You need to ask for references, and completion of a confidential declaration. The Diocese provides a sample reference request and the [confidential declaration form](#). Examples available at:

https://www.coventry.anglican.org/info-for-parishes/safeguarding/safer-recruitment-and-people-management-.php .

Appointment Process

Shortlisting for Interview

This must be completed by the responsible person and at least one other person. At least one of these must have up to date SRPM Training.

The shortlisting must be based on the information in the application only, and a shortlisted candidate must meet all the essential criteria in the person specification.

Gaps or queries from an application form should be pursued at interview.

---

[2] Church Officers need to be vigilant to being groomed themselves into offering positions/roles without the proper necessary checks and procedures. In order to reduce suspicion and gain compliance, offenders groom not only their intended victims but also those around them. This process of social or environmental grooming involves gaining the trust of those with the power and responsibility to safeguard the individual involved. https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-3

Candidates called for interview must be given a range of information (https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-6).

More information:
https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-6

Interviews

Details here.

Pre-Appointment Checks

There is detailed guidance here.
Checks must include:
- Proof of identity
- References (including for volunteers)
- DBS
- Oversees Criminal Records Check (may be needed)
- Qualifications
- Professional status
- Health Information may be appropriate

DBS and Identity Check

Email the job description, and the candidates contact info to the Safeguarding officer. There are three stages:
1. Voluntary declaration- the candidate fills in a confidential check.
2. Identity check- usually, Driving licence, passport and birth certificate need to be seen to confirm identity
3. DBS check- these happen very quickly these days

Further information here, including a very helpful summary of the levels of check available.

Criminal Records

Detailed information here.

Confirmation of Appointment

Detailed requirements here.
Model letter of appointment for volunteers here.

Induction

Detailed information [here](#)

Probation/Settling In Period

Detailed information [here](#).

Ongoing Support, Accountability, Oversight and Protection

Detailed Information [here](#).

Learning and Development

More detailed information [here](#).

Recording

More detailed information [here](#).

Other Help and Guidance

SRPM Toolkit available [here](#). It includes forms to use and a recruitment checklist to use with each appointment.
Also from the National Church of England: [Good Practice Advice](#) and [SRPM Requirements](#).

Charlie Palmer
St John's Church Safeguarding Officer
3/8/22

Appendix 1: Church Roles Likely to Require Safer Recruiting

The following activities are specifically aimed at Children or Vulnerable Adults, and therefore those undertaking these roles are likely to require safer recruiting. PCC must make this determination for each role to be recruited.

Children's Church
Youth Work
Toddler Group
Home Communion
Open the Book (not currently operating)

This list needs to be kept under review.
Last update: 15/11/22

Appendix 2: SRPM Discussion with Diocesan Office

14/4/22

Dear Charlie

Sorry for the delay in responding. We discussed the below query at Team Meeting and had the following thoughts:

- Has the concept of the "missional community" been defined? If so, is there guidance around what this will look like and what is expected of the community? Is the structure of the community outlined with clear identification of who has oversight?
- Are there policies in place in respect of how to engage in missional activities safely; who to report any concerns to and other issues like who pays if you invite someone out, how to respond if people ask for money or transport to activities etc. This could include scenario risk assessments.
- If someone is a formal member of a missional community (i.e. a core team member) then they should have a job description. They may also fall under SRPM, dependant on their responsibilities and contact with children or vulnerable adults.
- Churches can encourage engagement (i.e. encouraging congregation to invite people to services, activities or engage with acts of service). People may then take action to engage with people outside of church but would be making their own decisions about how to action this. If you specifically ask congregation members to invite specific people (i.e. please invite Bob and Mary to your house on Wednesday nights) then this would become a church organised activity. Another example:
    - Andrew asks 10 people in the congregation to invite 3 students each to eat at their home this week. This would be a church organised event and would require a risk assessment. If, after the event a member of the congregation invited more students for a meal this would be a personal decision to provide a meal to students and would not require risk assessment.

I hope that is helpful. Happy to have further discussions about it via phone or in person if that would be helpful.

Many thanks

Casey Bridges
Assistant Diocesan Safeguarding Adviser

From: safeguarding@stjohn316.co.uk <safeguarding@stjohn316.co.uk>

Sent: 29 March 2022 11:44

To: Casey Bridges <Casey.Bridges@Coventry.Anglican.org>

Subject: Fwd: Re: SRPM

Hi Casey

My Vicar and I are still struggling to apply SRPM to our Missional Communities activity.

Could I ask you to review our discussion below- put me right on any misinterpretation I have made, and comment on Andrew's further response.

Thanks ever so much Casey

 Charlie Palmer

Safeguarding Officer St John's

---------- Original Message ----------

From: Andrew M Attwood <vicar@stjohn316.co.uk>

To: Safeguarding Charlie Palmer <safeguarding@stjohn316.co.uk>

Date: 28/03/2022 17:25

Subject: Re: SRPM

 Hi Charlie. I appreciate that this is hard to define.

I'm not sure what you have said helps my understanding.

A chunk of Missional Community of activity is going to be made up of 'formal' things (planned meals/meet ups etc) and 'informal' things (improvised catch ups, walks, coffeesetc) so if you say that a particular Missional Community is a church activity, then ALL of these things (including the vital informal bits) become 'official' church activities, which seems crazy. How do we oversee whether someone 'safely' has a cup of coffee with a neighbour in Costa, which they only decided to do on that day?

We ARE wanting to name Missional communities as the key vehicle of what we're doing, but there won't always be particular 'roles and job descriptions', except the generic "MC leader with core team". This core group will be 'organising and encouraging' lots of various expressions of community life, but the types of things included are impossible to list tightly.

Not sure how we proceed. Maybe you could contact Westwood church to see how they define things?

Ax

On 28 Mar 2022, at 13:09, Safeguarding Charlie Palmer <safeguarding@stjohn316.co.uk> wrote:Hi Andrew

I've had a chance to think about this.

I think the key thing is whether an missional community activity has been adopted as a church activity, with roles and job descriptions. If it hasn't been, then the activity is all private. If it has been, then anything contained in the job description will be church activity, and anything done outside the job description, private.

Does this make sense to you?

Charlie

So, as long as a member of staff ISN'T the organiser, it ISN'T a church activity (e.g. this year other folk from Clarkes Ave are organising our street party, not me)

And if 'church members' (not staff) are organising socials, it ISN'T a church activity? (Like most Missional Community stuff).

Am I reading this right?

Ax

On 18 Mar 2022, at 22:52, Charlie Palmer <safeguarding@stjohn316.co.uk> wrote:

Hi Andrew

Finally, an answer to your question....

Charlie

---------- Forwarded message ----------

From: Casey Bridges <Casey.Bridges@Coventry.Anglican.org>

Date: 18 Mar 2022 4:09 pm

Subject: RE: SRPM

To: safeguarding@stjohn316.co.uk

Cc:

Dear Charlie

Sorry for the delay in responding.

If the activities described fall within the scope of the person job/volunteer description then the activity would be considered to fall within the scope of their role. If congregation members decide to meet outside of church for dinner and drinks this would not be considered a church activity, if you arrange it then it would be a church activity and would need to have a Church Officer taking responsibility for the safety of the activity. If the church are facilitating street parties or networking events they would be considered official church activities. If you are organising an activity then it

would be considered a church activity, if church members are organising their own outings and activities that are not promoted within the church then this would not be considered a church activity.

I hope that is helpful.

Many thanks

Casey Bridges

Sent: 12 November 2021 12:51

To: Sophie Hawtin <Sophie.Hawtin@Coventry.Anglican.org>

Subject: SRPM

Hi Sophie

My vicar is asking questions about when SRPM procedures kick in, with respect to missional activity.

One obvious answer is that the activities need to be specifically directed at Children or Vulnerable Adults. If we assume that the following examples are so directed, what else would you advise?

1. Imagine one group that is meeting new contacts in a home context for friendship and food (with discipling in mind). Is this to be listed as an 'official' church activity?

2. Imagine another group meeting at the pub, doing the same. Is this 'official?

3. Imagine involvement in facilitating street parties or network events (again, to build discipling opportunities). Do these need to be listed as 'official' church activities?

Thanks for your help as always

Charlie Palmer

Safeguarding Officer, St John's Kenilworth