

Guidance on Safe Recruitment



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This guidance ensures that all individuals involved in Church activities are suitable for their roles and recruited safely in accordance with the Diocese of Down and Connor policies and procedures.

This guidance applies to all Church personnel, volunteers, and clergy engaged in Church activities, particularly those involving children, young people.

*** In relation to the appointment procedure for all staff, both paid Diocesan staff and clergy, a safe recruitment process is managed centrally by the Diocese, who comply with best practice and legal requirements in relation to safe recruitment and vetting.**

All Church personnel and volunteers must be subject to the appropriate recruitment procedures regardless of their position as a volunteer or employee, including clergy or religious.

General Principles of Safe Recruitment

Safe recruitment involves following best practices in interview and selection processes, and conducting Enhanced Disclosure Checks for roles deemed as Regulated Activities.

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 sets out the regulated activities and work which a person who has been barred by the Disclosure and Barring Service must not do. These activities include providing teaching, training, care, supervision, advice or guidance to children (under 18) or providing specific health or social care services to adults.

Roles & Responsibilities

Parish Priest (PP) and Group Leaders:

Define roles, advertise, and conduct interviews.

Safeguarding Committee:

Oversees vetting, references, and induction.

Northern Dioceses Vetting Office:

Conducts vetting checks.

Recruitment & Vetting Process

Step One: Define the Role

Clarify responsibilities and required skills.

Undertaken by: PP and Group Leader/Deputy.

Step Two: Volunteer Specification

Identify key qualities and qualifications.

Undertaken by: PP and Group Leader/Deputy.

Step Three: Advertise the Role

Use parish bulletins or announcements.

Undertaken by: PP and Group Leader/Deputy.

Step Four: Invitation & Application

Provide forms and outline the process.

*Undertaken by: Safeguarding Committee
Chairperson/Deputy.*

Step Five: Interview/Meeting

Assess suitability and explain safeguarding.

*Undertaken by: PP, Group Leader/Deputy,
Safeguarding Committee.*

Step Six: References

Obtain and verify two non-family references.

Undertaken by: Safeguarding Committee.

Step Seven: Vetting

Enhanced Disclosure if the role is regulated.

Undertaken by: Northern Diocese Vetting Office.

Step Eight: Appointment

Only after receiving a 'Free to Appoint' letter.

Undertaken by: Safeguarding Committee

Chairperson and Vetting Office.

Step Nine: Induction

**Includes safeguarding training, safeguarding policy,
codes of behaviour and agreement signing.**

Undertaken by: Group Leader.

Additional Guidance

Break in Role

A break of three months or more requires re-vetting.

Additional Roles

Sometimes a volunteer is asked to take on a role, in addition to the one they were originally vetted for. An additional role could be in their own parish, or a neighbouring parish.

Before allowing the volunteer to take up the role, the Safeguarding Committee must consult the **Northern Dioceses Vetting Office** to establish whether the volunteer has ever been vetted and what they have been vetted for.

The vetting office has drawn up a Vetting Confirmation Request Form and associated guidance for this purpose.

Relevant Forms

SO1, SO2, SO3, SO4 & SO5

USEFUL RESOURCES

- **The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007**
- **D&C Safeguarding – Safe Recruitment Forms:**
<https://downandconnorsafeguarding.com/volunteer-recruitment-forms/>
- **Safeguarding Policy Poster**
- **Codes of Behaviour**
- **Northern Dioceses Vetting Office:** <https://downandconnorsafeguarding.com/vetting>