



**St Mary's**  
WEST HORSLEY

## Safer Recruitment Policy

St Mary's is committed to the safeguarding, care and nurture of both children and adults within our church community. We aim to provide a happy and supportive environment where everybody can grow in faith and feel happy and safe as they participate in the life of the church.

Everyone, whether leaders, employees or volunteers has a role to play in promoting a safer church for all, but particularly for the care and protection of children, young people and vulnerable adults.

We have adopted the national Church of England's safeguarding procedures and guidelines.

<https://stmaryswesthorsley.co.uk/wp-content/uploads/2025/01/PromotingSaferChurchWeb.pdf>

We adhere to the Guildford Diocese Safeguarding Policy. For more details of these policies please see <https://www.cofeguildford.org.uk/safeguarding>

In line with the House of Bishops' Guidance on Safer Recruitment and People Management, <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance> we exercise proper care in the selection, appointment, training and support of those working in a paid or voluntary position with children or vulnerable adults by using comprehensive safer recruitment procedures.

This policy and safer recruitment procedures apply to the recruitment both of paid employees and volunteers and will be applied in a proportionate way for volunteers.

**Role descriptions and Person Specifications** will be prepared for each role which needs to be safely recruited and will outline the church's commitment to safeguarding.

If an **Enhanced DBS Check** (with or with barring list) is required for a role, applicants for employed and volunteer roles will be asked to complete the Church of England **Confidential Declaration Form**.

An **Application Form** will need to be completed by the applicant and two references sought in line with the requirements for referees.

All appropriate **Pre-Appointment Checks** are carried out. These include viewing of ID documents for proof of identity for the DBS check.

If concerns arise from the Confidential Declaration Form or DBS Certificate for a prospective applicant these are followed up with the Diocesan Safeguarding Adviser.

Employees sign a **Contract of Employment** and volunteers, a **Volunteer Agreement**.



Prior to taking up their role employees and volunteers will be expected to undertake the necessary levels of **Safeguarding Training** as stipulated by the Diocese.

All roles will have an **Induction** process, including mandatory safeguarding training and information about our safeguarding policies and procedures, including what to do if they are concerned about the safety and welling of a child, young person or vulnerable adult, or the behaviour of any adult and who to report concerns to.

**Ongoing support, accountability oversight and supervision** will be in the form of meetings with their team leader.

Full **records** are kept and stored appropriately for everyone working with children, young people and vulnerable adults.

**APPROVED BY ST MARY'S PCC ON: 8<sup>th</sup> May 2025**

**TO BE REVIEWED : May 2026**