

The Parish of St Mary Magdalene, Yarm

SAFER RECRUITING POLICY

The following policy was agreed at the Parochial Church Council (PCC) meeting held on xxxx

In accordance with the Church of England Safer Recruiting Guidance 2016 our church is committed to:

- Follow the House of Bishops Safer Recruiting Guidelines
- Undertake DBS checks in accordance with Diocesan guidelines.
- Obtain Confidential Declarations in accordance with Diocesan guidelines.

The PCC will:

- Produce Job Descriptions for all paid or unpaid posts which have contact with children and/or vulnerable adults.
- Follow guidelines to Safely recruit all those with any responsibility for children, young people and adults.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Register with Thirty one: eight (formerly CCPAS) to obtain DBS checks.
- Have a named administrator to process application forms for new recruits.
- Obtain Confidential Declarations from new recruits and store them in a safe.
- Review DBS checks every 5 years.
- Review Confidential Declarations every 5 years.
- Review the implementation of the Safer Recruiting Policy, Procedures and Practices at least annually.

Each person who volunteers or works within this church community will agree to abide by this policy and the guidelines established by this church. This includes but not limited to Members of the PCC including churchwardens, music director, safeguarding officer, care home and home communion visitors, children's work leader and assistants.

This church appoints xxxxx as the Parish Safeguarding Officer

Dr John Rhodes is appointed DBS administrator

Vice Chair:

Churchwarden:

Date: