

## **St Francis of Assisi, Isleworth - Safer Recruitment Policy for Paid Staff**

St Francis, Isleworth is committed to ensuring appropriate safeguarding measures are in place to protect everyone in our church community, especially children and young people as well as vulnerable adults. This policy aims to ensure that the recruitment of paid staff follows the Church of England Safer Recruitment & People Management Guidance. St. Francis' does not currently have any paid staff, but will follow this policy should the need arise.

1. The PCC is responsible for the safer recruitment of paid staff, but this can be delegated to a responsible person. It is essential that the responsible person is aware of their role and have been safely recruited themselves.
2. Job Roles will have a clear written Role Description and Person Specification.
3. Vacant Roles must be advertised and should include;
  - Our Safeguarding statement
  - Person specification
  - Pre-appointment checks that are required for the role.
4. Candidates must complete a St Francis, Isleworth application form.
5. Candidates must sign a confidentiality form.
6. Short listing candidates must be carried out by the responsible person and at least one other person.
7. Interviews must be conducted with a panel of at least two people.
8. Pre-appointment checks must be carried out;
  - Acceptance of role to be confirmed in writing
  - Two written references to be taken
  - Proof of identity checked.
9. All paid staff must have an Enhanced DBS check.
10. In the event of a disclosure of a criminal record, advice to be taken from the diocesan safeguarding team.
11. Appointment;
  - Only once all checks have been carried out can a start date can be confirmed
  - All employees to be issued with a Contract of Employment
  - All employees to be given a copy of the Staff Handbook
  - Employee to declare any existing personal relationships with children, young people or vulnerable adults within the church e.g young people whose telephone number they have/ follow on social media. This will be recorded by the safeguarding officer(s)
12. An induction process must be carried out when the new employee starts.
13. All new employees will start on a probationary period of either 3 to 6 months.
14. There will be ongoing support between the employee and their line manager with regular one to one meetings.
15. Basic and foundation level safeguarding training must be completed prior to starting or by the end of their first week of employment. Training should be renewed every 3 years at the highest level of training.
16. Information for each employee must be recorded and kept securely in the HR teams folder

Reviewed Annually.

Last reviewed by the PCC: 17th June 2025