**SAFER RECRUITING POLICY**

The following policy was agreed at the Parochial Church Council

In accordance with the Church of England Safer Recruiting Guidance our churches are 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 Thirtyone: eight 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

**This church appoints Elsi Hampton as the Parish Safeguarding Officer and DBS**

**Administrator**

Vice Chair: ...................................................................

Churchwarden: ..........................................................

Date: ...................................................................