

SAFER RECRUITMENT PROCESS - Exeter Cathedral

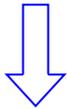
HR identify person responsible for appointment



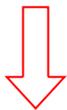
Role description and person specification written out



Check whether role is eligible for DBS check



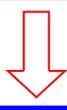
Advertise the role as appropriate



Provide an application form for applicants to complete, and a Confidential Declaration form for DBS eligible roles



Scrutinise applications for suitability and invite for Interview/Discussion to assess person's suitability for the role



When appointment is recommended, refer eligible roles for DBS checking



(Continued on next page)

Human Resources delegate a suitable person on behalf of the Chapter, who must know Safer Recruitment policy and practice.

Formal job description for paid role, but can be more informal for volunteers (See 'Safer Recruitment: Appendix 2').

Check which groups they will be working with, where, doing what, and how frequently (See 'Safer Recruitment: Section 3 & Appendix 7' or contact thirtyone:eight for guidance).

Advertise in publications or locations appropriate to the role, e.g. cathedral notice sheets, noticeboards, magazine, website. If a DBS check is necessary for the role, this must be made clear to applicants.

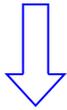
Application forms are compulsory for paid roles and best practice for voluntary roles. If anything is disclosed on the Confidential Declaration, you must consult the Safeguarding Team.

Proof of identity should be requested at interview for paid roles (See Appendix 6)

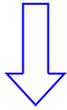
Ask for and take up references for **ALL** roles, paid or voluntary

Refusal by an applicant to undertake DBS checks disqualifies them from appointment. Any offer made must state that it is subject to the necessary checks being completed.

(From first page)



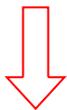
DBS checks completed and original certificate seen



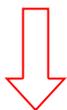
On completion of reference and DBS checks, approval for appointment can be given



Cathedral Safeguarding Policy and Safeguarding guidance documents provided with offer letter



All appointed persons should have an induction into the role



Supervision and regular reviews should be undertaken

No appointment can be made until the original certificate has been seen by the evidence verifier. If a certificate contains a disclosure, the original certificate must be retained and an assessment undertaken with the Safeguarding Team, and no appointment can be made until clearance is given by the Safeguarding Adviser.

Approval by nominated person only. Must be in writing for a paid role, and is best practice for volunteers (see Appendix 8). There is no obligation to appoint a person if you are not confident in their safety or suitability.

See Appendices 9 & 10 from 'Safer Recruitment'.

Inductions should include familiarisation with policies and the safeguarding flowchart, 'Responding to Concerns'.

This should form part of the probationary period for a paid role. Annual reviews are best practice for all roles to support the person and ensure safe working practices continue to be employed.

You can find the 'Safer Recruitment' document with its appendices and other useful resources on the Diocese of Exeter website at: <http://exeter.anglican.org/resources/safeguarding/resources/>

Further Help & Advice



For queries relating to stages in the red, rounded boxes, please contact the Diocesan Safeguarding team: safeguardingenquiry@exeter.anglican.org



For queries relating to stages in the blue, curved boxes, please contact the Diocesan DBS Coordinator: dbsexeter@exeter.anglican.org



thirtyone:eight Helpline (previously CCPAS): 0303 003 11 11

