**Safer Recruitment and People Management Assessment Tool**

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| --- | --- |
| **Date:** |  |
| **Form Completed By:** |  |
| **Diocese/Cathedral/Parish:** |  |
| **Participants (Including Role):** |  |
| **Case Identifier:** |  |

# Scoring System (0-2)

* 0 indicates “No”.
* 1 indicates “Partially”.
* 2 indicates “Yes”.
* “N/A” Used for those that are not applicable.

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| **Theme** | **No** | **Activity** | **Score** | **Comments** |
| Scope of Guidance | 0.0 | In your organisation it is clear which roles the Safer Recruitment & People Management Guidance applies to.  |  |  |
| Responsibilities | 1.1 | There is always a responsible person identified for every role that needs to be safely recruited.  |  |  |
| 1.2 | Everyone involved in the safer recruitment process is up to date with their Church of England SRPM Training. |  |  |
| 1.3 | Everyone with ongoing responsibility for those roles is up to date with their SRPM training. |  |  |
| Role Descriptions and Person Specification | 2.1 | A role description/person specification is provided for every role that needs to be safely recruited. |  |  |
| 2.2 | The description describes what the role does, and the sort of person needed for the role. |  |  |
| 2.3 | The description outlines the Body’s commitment to safeguarding children, young people and vulnerable adults. |  |  |
| 2.4 | Roles are assessed to establish the appropriate level of DBS check and is this recorded on the role description/person specification. |  |  |
| Advertising a Role | 3.1 | Adverts/notices for roles working with children, young people and/or vulnerable adults include or provide access to the Body’s safeguarding statement. |  |  |
| 3.2 | Essential requirements needed for someone to fulfil a role are highlighted in your adverts/notices. |  |  |
| 3.3 | Adverts/notices tell people who might apply about the required checks, including references and the appropriate level of DBS. |  |  |
| 3.4 | Where relevant, adverts/notices include statements in relation to “regulated activity”. |  |  |
| Application Process | 4.1 | Standard application forms that use plain language and asks for all relevant information are used. |  |  |
| 4.2 | Applicants are sent, or given access to, information about the Body’s commitment to safeguarding children, young people and vulnerable adults as well as other relevant policies. |  |  |
| 4.3 | Applicants receive a copy of the role description/person specification, details of how they will be selected and a relevant privacy notice. |  |  |
| 4.4 | Applicants receive information on the level of DBS check required as part of the application pack. |  |  |
| Confidential Declaration | 5.1 | If an enhanced (with/without barred list) DBS check is required for a role, applicants complete the Church of England Confidential Declaration form. |  |  |
| Shortlisting | 6.1 | At least two people involved in shortlisting applications and one of them is the responsible person identified for recruitment into the role. |  |  |
| 6.2 | At least one of the shortlisting panel are up to date on their Church of England SRPM training. |  |  |
| 6.3 | Shortlisting panels review the role description/person specification, together with the application, for each applicant. |  |  |
| 6.4 | Application forms are properly scrutinised, and any gaps or inconsistencies are identified. |  |  |
| Interviews and Assessment | 7.1 | Interviews (this might be a meeting or a chat) are carried out face to face (including virtually, if needed due to COVID) and by at least two people. |  |  |
| 7.2 | At least one of the interviewing panel are up to date on their Church of England SRPM training. |  |  |
| 7.3 | Interviews are structured so that the same information is asked of each candidate – even where a more informal approach might be taken with volunteers. |  |  |
| 7.4 | Questions are asked that explore candidate’s attitudes and values towards safeguarding and promoting the welfare of children, young people and vulnerable adults. |  |  |
| 7.5 | Any gaps or inconsistencies that have been identified at the shortlisting stage are addressed during the interview. |  |  |
| Pre-Appointment Checks | 8.1 | All appropriate checks including proof of identity, right to work (employees) and qualifications (if relevant) are carried out on candidates. |  |  |
| 8.2 | Only original documents are viewed. |  |  |
| 8.3 | All relevant references are requested. |  |  |
| 8.4 | Information given on the application form or during the interview process and information provided by the references are checked for gaps and inconsistencies.  |  |  |
| 8.5 | References are telephoned for verification and to clarify any information provided. |  |  |
| Disclosure and Barring Service | 9.1 | If a candidate is successful at interview, the appropriate level of DBS check is applied for/Update Service is accessed. |  |  |
| Criminal Records | 10.1 | If concerns arise from a Confidential Declaration Form or DBS certificate, a process is in place for seeking advice and support from the relevant members of the Safeguarding or HR team. |  |  |
| Appointment | 11.1 | All appointments are made subject to the completion of satisfactory pre-appointment checks. |  |  |
| 11.2 | People do not start in their role until all the checks are satisfactorily completed. |  |  |
| 11.3 | All individuals are provided with an employment contract or volunteer agreement. |  |  |
| 11.4 | Individuals are given access to the relevant documentation or written statements and required to sign to confirm they have read, understood and agree to them. |  |  |
| Induction | 12.1 | An appropriate induction process is in place for each role. |  |  |
| 12.2 | The induction includes all mandatory safeguarding training relevant to the role. |  |  |
| 12.3 | The induction includes information about your organisation’s safeguarding policies and procedures, including who to report concerns to. |  |  |
| 12.4 | The induction highlights safeguarding responsibilities and sets clear expectations for the role. |  |  |
| 12.5 | The induction outlines arrangements for ongoing support. |  |  |
| 12.6 | The induction includes one to one meeting(s) with the person who has ongoing responsibility for supporting the individual. |  |  |
| Probation / Settling-In Period | 13.1 | All employment appointments are made subject to a probationary period. |  |  |
| 13.2 | Volunteers have a ‘settling in’ period. |  |  |
| 13.3 | Everyone receives relevant induction, safeguarding training and one-to-one meetings during their probation/settling-in period. |  |  |
| 13.4 | The individual is directly observed at appropriate times, during the probation/settling-in period. |  |  |
| Ongoing Support, Accountability, Oversight and Supervision | 14.1 | Regular one-to-one or supervision meetings with individuals are carried out. |  |  |
| 14.2 | Clear policies and procedures are in place that explain what individuals should do if they have concerns about the behaviour of another team member or others within your organisation. |  |  |
| 14.3 | Any allegations are responded to quickly and appropriately.  |  |  |
| Learning and Development | 15.1 | All mandatory safeguarding training is kept up to date and refreshers are monitored. |  |  |
| Record Keeping | 16.1 | Full records are kept for everyone working with children, young people and/or vulnerable adults? |  |  |