**Safer Recruitment and People Management Assessment Tool (Short Version)**

|  |  |
| --- | --- |
| **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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Theme** | **Activity** | **Score** | **Comments** |
| Responsibilities | There is always a responsible person identified for every role that needs to be safely recruited and everyone involved in the process, including those with ongoing responsibility for the role, are up to date with their SRPM training.  |  |  |
| Role Descriptions and Person Specification | A role description/person specification is provided for every role that needs to be safely recruited. This includes:* A description of what the role does, and the sort of person needed for the role.
* The organisation’s commitment to safeguarding children, young people and vulnerable adults.
* The assessed level of DBS check required.
 |  |  |
| Advertising a Role | Adverts/notices for roles working with children, young people and/or vulnerable adults highlight the essential requirements for the role, the required checks (including the appropriate level of DBS) and the organisation’s safeguarding statement. |  |  |
| Application Process | Standard application forms that use plain language and asks for all relevant information are used. Applicants are given access to the organisation’s commitment to safeguarding, a copy of the role description/person specification, how they would be selected, a relevant privacy notice and the level of DBS check required.  |  |  |
| Confidential Declaration | If an enhanced (with/without barred list) DBS check is required for a role, applicants complete the Church of England Confidential Declaration form. |  |  |
| Shortlisting | Shortlisting panels (at least two people) review the role description/person specification, together with the application, for each applicant and ensure the application forms are properly scrutinised, identifying any gaps or inconsistencies.  |  |  |
| Interviews and Assessment | Interviews are carried out face to face (including virtually) and by at least two people. They ensure that:* The same information is asked of each candidate.
* The candidate’s attitudes and values towards safeguarding and promoting the welfare of children, young people and vulnerable adults.
* Any identified gaps or inconsistencies are addressed.
 |  |  |
| Pre-Appointment Checks | All appropriate checks including proof of identity, right to work (employees) and qualifications (if relevant) are carried out on candidates. These checks ensure that:* Original documents are viewed.
* All relevant references are requested.
* All information given are checked for gaps and inconsistencies.
 |  |  |
| Disclosure and Barring Service | If a candidate is successful at interview, the appropriate level of DBS check is applied for/Update Service is accessed. |  |  |
| Criminal Records | 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 | All appointments are made subject to the completion of satisfactory pre-appointment checks and people do not start their role until these are satisfactorily completed.  |  |  |
| All individuals are provided with an employment contract or volunteer agreement and given access to relevant documentation or written statements and required to sign to confirm they have read, understood and agree to them. . |  |  |
| Induction | An appropriate induction process is in place for each role. Which includes:* All mandatory safeguarding training relevant to the role.
* Information about your organisation’s safeguarding policies and procedures, including who to report concerns to.
* Safeguarding responsibilities and clear expectations for the role.
* Arrangements for ongoing support.
* One-to-one meeting(s) with the person who has ongoing responsibility for supporting the individual.
 |  |  |
| Probation / Settling-In Period | All employment appointments are made subject to a probationary period and Volunteers have a ‘settling in’ period. During this period, the individual is directly observed at appropriate times.  |  |  |
| Ongoing Support, Accountability, Oversight and Supervision | Regular one-to-one or supervision meetings with individuals are carried out. |  |  |
| 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 and any allegations are responded to quickly and appropriately.  |  |  |
| Learning and Development | All mandatory safeguarding training is kept up to date and refreshers are monitored. |  |  |
| Record Keeping | Full records are kept for everyone working with children, young people and/or vulnerable adults? |  |  |