



Safe Recruitment Policy

Walsgrave Baptist Church (WBC) recognises its responsibility to safeguard its members; particularly its children, young people and adults at risk, which involves a wise and appropriate method of recruitment for its staff members, group leaders and volunteers. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children, young people and adults at risk.

1. Selection procedure

- 1.1 WBC will provide a written role description for each paid post.
- 1.2 Each paid worker must complete an application form for their role. The application forms for successful applicants will be kept safely on file in the office. The application forms of unsuccessful applicants will be shredded.
- 1.3 Prospective paid workers will be interviewed by at least one member of the Diaconate/Leadership team.
- 1.4 Two references must be taken for each paid worker, at least one of which must come from an individual who is not a Member or attendee of WBC.
- 1.5 An enhanced DBS check must be successfully completed for each paid worker or volunteer working with children, young people or adults at risk before they can begin their post.
- 1.6 Each paid worker or volunteer must be provided with a copy of each WBC policy relevant to their position regarding safeguarding, health and safety, data protection, communication and WBC's ethos statement.
- 1.7 Each paid worker must sign a declaration as part of their contract, stating that they have read, understand and will comply with WBC's policies and procedures.
- 1.8 Each volunteer must complete a Self-Disclosure Form and sign a Volunteer Agreement, stating that they have read, understand and will comply with the Safeguarding Policy Handbook and any other WBC policy relevant to their post.
- 1.9 Each paid worker will be placed on a three or six-month probationary period (the length of time to be agreed by the Diaconate/Leadership). After this probationary period, the worker must undertake a review with at least one member of the Diaconate/Leadership team.
- 1.10 The first priority of a Christian paid worker or volunteer should be their own spiritual welfare and as such, they should be part of a regular church meeting/life group and should set a good example as a Christian in their personal life.
- 1.11 Each paid worker or volunteer should attend relevant meetings and training days.

2. Training and Supervision

- 2.1 Paid workers or volunteers will have access to the Baptist Union *Safe to Belong Policy*.

- 2.2 Paid workers or volunteers will receive full training relevant to their position, for example, in safeguarding, some of which will occur prior to their position beginning and some of which will involve on the job training.
- 2.3 New paid workers or volunteers will continue to be supervised in their role until their probationary period is up and will not be left to lead a children's/youth/adults at risk group without supervision until this period is completed.
- 2.4 New paid workers or volunteers will have support from the WBC Leadership and Safeguarding Teams who will be available to answer questions, concerns and provide further training where necessary.

3. Investigating Concerns

- 3.1 If a paid worker or volunteer has a concern about the safety/welfare of a child, young person or adult at risk under their care, they must report the issue to a senior member of the Leadership Team, or WBC's Safeguarding Team. The concern will be dealt with according to WBC's Safeguarding Policy. The paid worker or volunteer may be interviewed in order to clarify the nature of their concerns and to give any evidence available which back up these concerns.
- 3.2 If a child, young person or adult at risk, or another member of the Leadership Team has a concern about the conduct of a paid worker or volunteer, this must be reported to a member of the Leadership or Safeguarding Team and whilst the matter is under investigation, the paid worker or volunteer will be asked to cease their position.
- 3.3 A paid worker or volunteer under investigation will have the opportunity to respond to any accusation made against them/explain the circumstances of any incident reported. They will receive fair, impartial and sensitive consideration.

4. Young Leaders

- 4.1 By law leaders under the age of 18 are still classed as children and therefore cannot be treated as adult team members. For example, when considering ratios of staff, a Young Leader cannot be considered to be a supervising adult.
- 4.2 Young Leaders will not be left unsupervised to lead groups of children or youth. They will continue to be supervised in their position until they turn 18 years of age, when they can apply for an adult leadership role and follow the procedures as laid out in **1. Selection Procedure** and **2. Training and Supervision**.
- 4.3 Young Leaders are subject to the same rules as Adult Leaders regarding safeguarding, training and investigating concerns.
- 4.4 The permission of a parent/guardian must be sought for a young person to become a Young Leader.
- 4.5 If residential activities are undertaken, a Young Leader should have separate accommodation from both the Adult Leaders and the children or youth they are leading.
- 4.6 A Young Leader should not be leading a group of individuals older, or the same age as them. A gap of at least two years should be in place between the Young Leader and the oldest member of the group they lead.