



Safe Recruitment Policy *(Version 6)*

Reviewed by the Board: 10 /02/2023

Purpose

The purpose of this policy is to set out the basic requirements of a recruitment process for employees of New Day Church that aims to:

- attract the best possible applicants to vacancies;
- identify, deter and reject applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly.

NB The recruitment of officers of the charity, as Trustees and Elders, is covered in detail in our “New Day Church Leadership Board Role Description” document.

Statutory Requirements

Where there are some statutory requirements for the appointment of some staff in community and outreach centres, they must always be met, recognising that those requirements will change from time-to-time.

Identification of Recruiters

Prior to commencing a recruitment campaign New Day Church will check current industry best recruitment practice. Anyone involved in the recruitment process will be made aware of these and will ensure they are adhered to.

Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include wording which make it clear that New Day Church is committed to safeguarding children, young people, vulnerable adults and the elderly.

Prospective applicants will be supplied with or given access to (eg: on New Day Church's web site) the following:

- Job Description and Person Specification;
- New Day Church’s Safeguarding Policies;
- New Day Church’s Safe Recruitment Policy;
- New Day Church’s Equal Opportunities Policy;
- The selection procedure for the post.

If, when preparing the Job Description and Person Specification, an Occupational Requirement has been established for the post holder to be a practicing Christian adhering to the tenets of the Christian faith as set out in our statement of faith and supporting documents, the advertisement will include this fact.

The advert will state, "An Occupational Requirement exists for the post-holder to be a practicing Christian adhering to the tenets of the Christian faith as set out in our Statement of Faith and supporting documents, in accordance with the Equality Act 2010."

All applications must be in writing (either on paper or by e-mail).

Short-listing and References

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children, young people, vulnerable adults or the elderly;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, vulnerable adults or the elderly;
- the candidate's suitability for this post.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a Data Barring Service disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children, young people, vulnerable adults and the elderly.

Employment Checks

All successful applicants are required:

- to provide proof of identity;

- to provide actual certificates of qualifications;
- to provide proof of eligibility to live and work in the UK.

Induction

All staff who are new to New Day Church will receive induction training that will include provision of New Day Church's safeguarding policies and guidance on safe working practices.