



Guidance on the Safer Recruitment of Temporary Paid Workers and Volunteers

All paid and voluntary positions require safer recruitment and people management to be followed in full. This includes:

- Application form/CV
- Interview
- Recruitment checks/references
- DBS and Confidential Declaration for positions engaging in regulated activity or otherwise working/having substantial contact with children, young people or vulnerable adults which requires an enhanced (with/without barred list) DBS check.

Note: Voluntary workers must be checked as thoroughly as paid workers.

However, it is recognised that there are occasions that, for example, a church musician, may be required on a one-off basis, ad hoc or for a short period. All visiting musicians, however temporary or short term, must be appropriately recruited and vetted.

It is recognised that undertaking the full safer recruitment process may not always be proportionate, but the following steps should always be followed:

- References – two written references should be obtained:
 - Referees must be over 18 and not family members or relatives. 'Self-supplied' and 'to whom it may concern' references should not be accepted.
 - At least one of the references must be from outside of the current Church.
 - At least one of the references must comment on the applicant in the role they will be undertaking.
 - If the applicant is currently working/volunteering in a similar role, or has done within the past two years, then a reference should be sought from that organisation. If the applicant has come to the Church from another Church within the past two years, a reference should be sought from that previous Church.
 - **Note:** in the case of musicians, as good practice we suggest that parishes have a backup list of **approved reserve musicians**.
- Completing and signing a [confidential declaration/declaration of suitability](#) – one of these must be completed in all cases without exception. If not eligible for an enhanced DBS then this [Declaration of Suitability](#) should be completed. Our legal advice in relation to organists, musicians and music teachers is: *"as long as this is a requirement applied consistently, it is perfectly lawful. We are simply trying to ensure that Church operates safely, and organists, musicians and music teachers are often alone with people, so we are seeking a consistent standard in self-disclosure."* Consideration should be given to how this advice applies to all paid and volunteer roles. If someone does not wish to follow this process, then it would be wise to reflect on why this might be.
- In addition, an Enhanced DBS check may be required if they are responsible for children under eighteen (possibly with a check of the Child's Barred List) depending upon whether they are supervised, and the nature and frequency of contact with children and/or vulnerable adults. Everyone will need to be assessed for eligibility depending upon these factors.