



St John the Evangelist, Merrow

Safer Recruitment and People Management Policy (2026)

Approved by: Parochial Church Council (PCC), St John the Evangelist, Merrow

Effective from: 14 September 2026

Review date: Annually, or sooner if Church of England guidance changes

Policy owner: Incumbent and PCC

Safeguarding Lead: Parish Safeguarding Officer (PSO)

1. Purpose

St John the Evangelist, Merrow is committed to creating and maintaining a safe and welcoming environment for children, young people and adults. We recognise that safer recruitment and effective people management are essential elements of safeguarding and are fundamental to our mission and ministry. This policy supports the Church of England's safeguarding commitment and reflects the requirements of the Church of England's **Safer Recruitment and People Management Code of Practice**, which came into effect on 1 June 2026.

This policy applies to:

- Clergy
 - Employees
 - Volunteers
 - Churchwardens
 - PCC members
 - Contractors engaged in church activities
 - Anyone undertaking both lay and ordained ministry or service on behalf of St John the Evangelist, Merrow
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2. Principles

St John the Evangelist, Merrow will:

1. Put the welfare of children, young people and adults at the centre of all recruitment and appointment decisions.
 2. Recruit and appoint people safely, fairly and transparently.
 3. Follow Church of England safeguarding requirements and Guildford diocesan procedures.
 4. Assess every role to determine its safeguarding responsibilities and eligibility for DBS checks.
 5. Ensure appropriate safeguarding training is completed.
 6. Provide effective induction, supervision and ongoing support.
 7. Maintain accurate and secure recruitment records.
 8. Act promptly where concerns about conduct or suitability arise.
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3. Responsibilities

The PCC

The PCC is responsible for ensuring that:

- This policy is implemented.
- Appropriate safeguarding arrangements are in place.
- Resources are available to support safer recruitment.
- Recruitment records are retained securely.

The Incumbent and Churchwardens

The Incumbent and Churchwardens will:

- Ensure recruitment processes comply with this policy.
- Authorise appointments where appropriate.
- Support supervision and ongoing safeguarding practice.

The Parish Safeguarding Officer

The Parish Safeguarding Officer will:

- Advise on safeguarding requirements.
- Assist with risk assessments where necessary.
- Monitor safeguarding compliance.
- Liaise with the Diocese of Guildford safeguarding team when required.

Recruitment Panel

Those involved in recruitment will:

- Complete required safeguarding training.
 - Follow Church of England recruitment procedures.
 - Maintain confidentiality throughout the process.
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4. Roles Requiring Safer Recruitment

All roles will be assessed according to their safeguarding responsibilities.

Enhanced safer recruitment procedures will apply where individuals:

- Help with church activities.
- Work with children or young people.
- Work with adults at risk.
- Hold a position of trust.
- Have pastoral responsibilities.
- Have leadership or supervisory responsibilities.
- Undertake activities requiring a DBS check.

Examples include:

- Children's and Youth Leaders
 - Sunday School Volunteers
 - Parish Safeguarding Officer
 - Pastoral Visitors
 - Choir leaders working with children
 - Bell-ringing leaders working with children
 - Lay Ministers
 - Church employees with safeguarding responsibilities
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5. Recruitment Process

Step 1: Role Description

Every role will have:

- A written role description.
- Clear safeguarding responsibilities.
- A person specification.

Step 2: Advertising

Where appropriate, recruitment materials will include:

"St John the Evangelist, Merrow is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All appointments will be made in accordance with the Church of England's Safer Recruitment and People Management requirements."

Step 3: Application

Applicants for relevant roles must complete:

- An application form.
- Relevant declarations concerning suitability for the role, safeguarding and criminal convictions where required.

CVs alone will not be accepted for safeguarding-sensitive roles.

Step 4: Interview and Assessment

Applicants will be assessed through:

- Formal or informal interview conversations, with two members of the St John's team, proportionate to the role.
- Safeguarding-related questions.
- Exploration of experience, values and suitability.

Step 5: References

At least two satisfactory references will normally be obtained before appointment for roles carrying safeguarding responsibility.

References should:

- Be independent.
- Be verified where necessary.
- Be safely retained by St John's

Step 6: Identity and Eligibility Checks

The church will verify:

- Identity, including address
- Right to work where applicable
- Qualifications where required
- Relevant licences, permissions or accreditation

Step 7: DBS Checks

DBS checks will be obtained at the level required for the role and in accordance with Church of England and diocesan guidance.

Step 8: Appointment

Appointments will only be confirmed when all required checks have been satisfactorily completed. An appointment requiring a DBS certificate will not normally commence until all safeguarding requirements have been completed or an appropriate risk assessment has been undertaken.

6. Induction

All newly appointed clergy, employees and volunteers will receive:

- A role description.
- The parish safeguarding policy.
- Information on reporting concerns.
- Guidance on professional boundaries.
- Information regarding safeguarding training requirements.

Induction should normally be completed within the first three months of appointment.

7. Safeguarding Training

All office holders, employees and volunteers will complete safeguarding training appropriate to their role in accordance with Church of England requirements.

Training records will be maintained by the parish and monitored regularly.

Failure to complete mandatory safeguarding training will result in suspension or withdrawal from a role.

8. Supervision and Support

St John the Evangelist, Merrow will ensure that individuals serving in safeguarding-relevant roles receive:

- Appropriate oversight.
- Regular support and supervision.
- Opportunities to discuss concerns.

- Guidance on safe practice.

The level of supervision will be proportionate to the role and associated risk.

9. Managing Concerns

Any safeguarding concerns arising during recruitment or a person's period of service must be reported immediately to:

- The Parish Safeguarding Officer; and/or
- The Diocese of Guildford Safeguarding Team.

Where concerns relate to behaviour, conduct, suitability or criminal allegations, the church will follow Church of England safeguarding procedures and statutory guidance.

The church reserves the right to suspend recruitment processes or appointments where safeguarding concerns arise.

10. Confidentiality and Data Protection

Recruitment information will be:

- Processed lawfully and fairly.
- Kept confidential.
- Stored securely.
- Retained only for appropriate periods.

All handling of personal data shall comply with UK GDPR, the Data Protection Act 2018 and Church of England guidance.

DBS information will be managed in accordance with DBS requirements.

11. Record Keeping

The Parish Safeguarding Officer will ensure that:

- Recruitment records are maintained.
- DBS status is documented.
- Training records are monitored.
- Supervision arrangements are recorded where required.

Records will be held securely and access restricted to authorised persons.

12. Review

This policy will be reviewed annually by the PCC and whenever Church of England safeguarding requirements are amended.

Adoption Statement

The Parochial Church Council of **St John the Evangelist, Merrow** adopts this Safer Recruitment and People Management Policy as part of its commitment to ensuring a safer church for all.

Signed: _____
Rector

Date: _____

Signed: _____
Churchwarden

Date: _____

Signed: _____
Churchwarden

Date: _____