

## Safer Recruitment Policy

As part of its commitment to ensuring that children, young people and adults are kept safe from harm, the Catholic Church in England and Wales will apply robust selection and appointment processes to anybody who is applying to work or minister within the Church in a role which gives them direct access to children or adults at risk or who may be otherwise vulnerable.

Reliance on a practice of untested trust is insufficient and Church bodies must adhere to the highest standards of practice and public accountability, while continuing to foster a spirit of trust and openness that reflects the values of the Church.

As part of the recruitment process, an application or personal details form must be completed by all those seeking to work with children and adults at risk or who may be otherwise vulnerable, and two references (including the current employer for paid positions) must be sought and provided.

For paid posts, a formal interview must be conducted and for unpaid posts, the prospective volunteer must participate in a formal discussion.

Roles working or ministering directly with children and adults at risk or who may be otherwise vulnerable, will be checked for eligibility for a DBS Disclosure, and where eligible the Disclosure Certificate must be obtained before the person commences in role.

Anyone who is seeking to work with children or adults whether in a paid or unpaid capacity must be provided with the opportunity to self-disclose relevant conviction information<sup>1</sup>.

For volunteers, relevant convictions will not need to be disclosed in advance or during the formal discussion about the role but must be discussed with the volunteer applicant before a decision about appointment is made.

The church body must satisfy itself that the paid or voluntary appointee is legally entitled to work in the UK<sup>2</sup>.

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<sup>1</sup> This is a DBS Code of Practice requirement and applies to anyone being asked to have an Enhanced Disclosure.

<sup>2</sup> Please refer to the "[\*\*Summary Guide for Employers on Preventing Illegal Working in the UK\*\*](#)" available from the UK Visas and Immigration website.