Step by step guide for safer selection and recruitment of volunteers and paid staff

1. Design role description and person spec (model ones for certain roles available online SW synod)
2. Decide if and how you are going to advertise the role, and carry out whatever you decide, including in any advert that you take safeguarding seriously and all will be required to follow a safer recruitment process that includes a DBS check
3. Give application form, self-disclosure form and role description and person spec to anyone interested in the role (forms online) Give that date that you need the form back by
4. Receive form back and decide if you want to interview that person
5. For anyone you are going to interview apply for references (letter and form online)
6. Agree an interview date and who will interview, and where (who is your panel)
7. Either tell or write to person giving details of date, time and venue and who will be interviewing them.
8. Look at application and design questions around the role description and person spec (help with questions in accordance with NSPCC suggested interview techniques available from Jan Murphy Children and Youth Development Officer and Safeguarding Officer)
9. Agree what answers you’d expect (this will help you to know whether the answers were good or not!) and agree who will ask which question
10. Phone referees to thank them for supplying the reference, confirm that they have provided the reference and ask any supplemental questions
11. Interview the person, asking questions agreed and anything that has come up via references and self-declaration form
12. Decide if going to appoint
13. Inform the person that you wish to appointment them and that this is subject to clear DBS check (or possible non relevant conviction information), possibly a probation period and attendance at safeguarding training.
14. Complete DBS check.
15. Once DBS check back agree a start date and date to attend safeguarding training
16. Provide copy of volunteer agreement (copy available SW Synod Website) or contract together with code of conduct (copy available SW Synod website) or disciplinary and grievance procedures depending on role

NB please do also consider involving children, young people or adults at risk in the process. Jan Murphy can assist with ways to train young people in, for instance, being part of any interview panel