



**Safer Recruitment
and
Selection Policy
and
Operating Procedure**

**St Margaret's Durham
PCC**

Safer Recruitment Policy

1. Introduction

1.1. This document sets out the St Margaret's Parochial Church Council ('PCC') policy and operating procedure on safer recruitment and selection. The PCC is committed to treating all employees and applicants fairly and to recruit the best person for each role.

1.2. This policy is to be read in conjunction with the PCC's other policies including the Safeguarding policy. No decision regarding employment should be made without the decision makers having read, understood and complied with this policy.

2. Scope

2.1. This policy is applicable to the recruitment and selection of employees who are to be engaged to provide services for the PCC, irrespective of whether it is for temporary or fixed term or a permanent duration. This policy will be made available to all employees and applies to both internal and external recruitment.

2.2. This policy also applies to individuals who are involved in PCC processes and procedures, including job applicants, employees, clergy, scholars and agency workers.

2.3. The PCC is committed to Safer Recruitment principles and practices.

3 Responsibilities

3.1. The PCC abides by the Safer Recruitment and People Management Guidance issued by the Church of England.

3.2 The PCC is responsible for ensuring that any members of an appointments sub-committee have completed the relevant training to be able to participate in the recruitment and selection exercises.

4. Recruitment Principles

4.1. The Rector (or a designated deputy) will have overall responsibility for the recruitment process, including the shortlisting panel and interview panel.

4.2. Any qualifications or requirements listed on the job description will only be categorised as essential criteria if they can be justified in terms of the role to be done.

4.3. Selection tests will be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.

4.4. It is not permitted for internal or external candidates to canvas interview panel members. Any applicant found to be canvassing the panel is likely to be disqualified from the recruitment process.

4.5. Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment will be kept in the Parish Office for no longer than 6 months in compliance with the UK General Data Protection

Regulation and Data Protection Act 2018. Records will then be disposed of confidentially.

4.6. The PCC will seek to make reasonable adjustments throughout the recruitment and selection process for any applicant who has a disability.

5. Recruitment process

5.1. Individuals will be screened against the job requirements highlighted in the job description. An applicant should meet the 'Essential' criteria of the role to be shortlisted for an interview.

5.2. Individuals interested in applying for a position will be provided with an application pack which will include all the information they will need about the advertised role. Applicants should apply for the role by completing the relevant application form, which requires the applicant to provide all the necessary information.

5.3. Any gaps in employment should be explained at either the application stage or the interview itself to the satisfaction of the appointments panel.

5.4. The appointments panel must ensure that all candidates who are interviewed should be put through the same process and asked the same questions to ensure a fair process has taken place.

5.5. The appointments panel will arrange for all candidates who are unsuccessful at the interview stage to be informed in writing. The appointments panel will make the successful candidate a conditional offer of employment, which should set out the terms of employment offered.

5.6. All candidates who are successful at interview and are offered a role, will be required to provide details of at least two referees, one must be from their most recent employment. The PCC reserves the right to request a third reference where appropriate.

5.7. Where the role requires a DBS check level Enhanced or above the successful candidate will be required to complete a confidential declaration form.

5.8. All successful candidates will be asked at the offer stage to provide documentary evidence of their right to live and work in the UK. A full list of acceptable documents can be provided by the Diocesan HR service upon request.

5.9. Candidates will not be able to start in the role until all pre-employment checks have been completed, this includes a DBS check if necessary, a confidential declaration form where required, a pre-employment medical questionnaire, the receipt of two satisfactory references and a right to work check. The candidate will also need to have signed and returned their Written Statement of Employment Particulars prior to commencing in role.

5.10. If the DBS check, confidential declaration form or medical clearance are not satisfactory, the offer may be revoked. Similarly, the job offer may be withdrawn if the references are not satisfactory. Under no circumstances is a new employee permitted to

take up their employment with the PCC until all pre-employment checks are completed satisfactorily.

5.11. Once all pre-employment checks have been completed satisfactorily, confirmation of employment can be sent to the candidate and a start date agreed. The employee will be provided with two copies of their Written Statement of Employment Particulars prior to commencing employment. This must be signed and returned prior to commencing in the role with the PCC.

5.12. The PCC is responsible for ensuring the new employees' induction is completed. Please refer to the Induction policy for more information.

5.13. All new employees will be subject to a probation period.

6. Other information

6.1. Employees who have concerns about any aspect of this policy or its operation should speak initially to their line manager or else raise the matter with the Rector or Churchwardens.

6.2. Prospective employees who have concerns about any aspect of this policy or its operation should contact the Rector and Churchwardens via the Parish Office (66, Crossgate, Durham DH1 4FH) or church website.

6.3. This policy is non-contractual and the PCC reserves the right to change this policy at any time, including when there are any relevant changes in employment law that may affect the current content of this policy. PCC employees will be notified of any such changes accordingly.

Signed (on behalf of St Margaret's PCC):

Date:

This policy document is based on a template provided by Durham Diocesan Board of Finance, 2022.