12 Steps of Safer Recruitment

Steps to be taken for ALL paid and volunteer roles		Extra guidance for volunteer roles
STEP 1	Produce an up-to-date recruitment and selection policy that describes the process.	See - https://d1yuutt686hfi0.cloudfront.net/media/documents/safer_recruitment_policy_final_draft-jan_2024.pdf
STEP 2	Ensure there is a Safeguarding policy, which is reviewed annually and includes a commitment to safer recruitment. There are template safeguarding policies, which include safer recruitment commitments in the model policies for church, circuit and district, available on the Methodist Church website.	See - https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/policies-and-guidance/
STEP 3	Check and update role description and person specification for the role(s). This will be a role outline for volunteer posts. Consider whether the activities specified require a criminal record check.	Produce a role outline, as part of this consideration should be given to who the role is accountable to, the main duties, who appoints the person into the role, if a DBS check is needed, what level of DBS check is needed and for which workforce, what training is required, for example, Foundation or Advanced Module Safeguarding Training.
STEP 4	Advertisement containing: • Details about the role • a timetable for recruitment • your commitment to safeguarding • whether a criminal record check will be required. Even volunteer roles should be advertised in a manner appropriate to the vacancy. This will ensure that suitable parties have a fair opportunity to come forward and will know who to speak to if they are interested. This could be on the church noticeboard, via a bulletin, online or highlighted during verbal notices at a service.	This can be done in a Church/Circuit newsletter. People can be approached directly, however, it also needs to be advertised so that all have a chance to consider the role. The advert or note in the newsletter or notices can use the role outline to show the details of the role and the training and DBS needed.
STEP 5	Produce an information pack which might include: • information about the organisation • information about the role • recruitment timetable • safeguarding policy/statement • application form	For a local church volunteer this might include a newsletter, preaching plan, notice sheet as well as information about the volunteer role and the time scale for the recruitment process and when the role is expected to start. This would also include the volunteer application form that includes the confidential declaration -

	• safeguarding declaration (where appropriate)	https://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/
STEP 6	Scrutinise each application carefully and fairly with reference to the criteria for the role before carrying out interviews or discussions with candidates.	Confirm the volunteer application form has been completed.
STEP 7	Carry out appropriate checks for your shortlisted candidates, including references. Confirm identity and relevant certificates of qualifications/course attendance, as appropriate	Record requests sent to referees and responses.
STEP 8	If there are several candidates, ensure all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information.	
STEP 9	Conduct a face-to-face interview for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.	This can be done in the form of conversations; however, a note should be taken of these conversations.
STEP 10	Ensure that all specific questions designed to gain required information about each candidate's suitability are asked, including those needed to address any gaps in information supplied on the application form.	This can be done in the form of conversations; however, a note should be taken of these conversations.
STEP 11	Make a selection of a preferred candidate based upon their suitability for the role.	
STEP 12	Inform the chosen candidate in writing that they will be offered the role and where applicable advise them that this is subject to satisfactory checks	**No one can start in any role until appropriate checks have been completed,** for example until a DBS check has been done. Any required safeguarding training needs to be completed within 6 months of taking up the role.