Safer Recruitment Policy

Introduction

Following the Church of England's 'Safer Recruitment and People Management Guidance'[1] this policy sets out Sunderland Minster's safer recruitment of all employees and volunteers, paying particular attention to those recruited to roles working with children, young people and vulnerable adults.

The policy and procedures set out particular actions to be taken for different roles, summarised in the checklist at Appendix 1, this checklist must be used during each recruitment process and kept on file.

Policy and Procedure

1. Person Responsible for the Appointment

The Minster PCC is ultimately responsible for each appointment. In practice this responsibility is delegated to another appropriate person (most often the future line manager for employees and the Volunteer Co-ordinator for volunteers). It is the responsibility of that person to follow the Safer Recruitment procedures as follows and to complete and file a copy of the Safer Recruitment checklist.

Wherever the responsible person is unclear about process they should seek clarification, and, where necessary, advice, from the Diocesan HR team. Aspects of the recruitment process being delegated by the responsible person to another individual should be avoided wherever possible. However, on the rare occasion where this is deemed appropriate, the responsible person must ensure that the individual they are delegating to is capable, competent and has received training in safer recruitment. The responsible person retains overall accountability for ensuring that all of the requirements of this policy are met. Where responsibility has been delegated, this should be noted at the end of the Safer Recruitment Checklist at Appendix 1.

2. Job/Role Description and Criminal Record Checks

In seeking to make an appointment, both a Person Specification and clear Job/Role Description must be drawn together setting out the tasks that will be required of the post-/role-holder. This must be agreed by the PCC.

The Job/Role Description must make clear whether there are any Genuine Occupational Requirements under the Equality Act 2010, and the reasons for that. The Job/Role Description should also be clear as to how much contact the post-/role-holder will have with either children, young people and/or vulnerable adults, and what their responsibilities will be in relation to these groups.

[1] Accessible online at, https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance

Following the Job/Role Description, applicants should be made aware of whether the role will require a Criminal Record Check[2] to be made and what safeguarding training will be required (see Appendix 2). For paid posts a probation period should be agreed, and this should be made clear to applicants when the role is advertised. For voluntary roles, agreeing a 'settling in period' may be appropriate.

3. Safeguarding Culture

Applicants should be made aware of Sunderland Minster's commitment to the safeguarding of all people. This should be included in any advertisement for any job/role and reiterated at every stage of the process going forward.

Applicants should be directed to the Safeguarding pages of the Minster Website[3] and given access to the following Policies:

- The Minster's Statement of Safeguarding Principles (see Appendix 4)
- 'Whistleblowing Policy'.
- 'Recruitment of Ex-Offender's Policy'

Ex-offenders should be clear about how they will be treated as part of the recruitment process.

4. Application Form and References

The Minster's standard application form must always be used when recruiting for a paid role.

Applicants for voluntary roles involving work with children, young people and/or vulnerable adults should be asked to provide a full history of work with children, young people and/or vulnerable adults, whether paid or unpaid, with dates and an explanation of any gaps (where appropriate).

Two references must always be taken up for paid roles and, where possible, for volunteer roles.

All referees must be over the age of 18 and should not be family members or friends of the applicant.

Where it is applicable, referees should be asked to comment specifically on the individual's suitability to work with children, young people and/or vulnerable people.

For paid roles, one reference should be from their current or most recent employer, and at least one referee must have known the applicant for over two years (this may mean that more than two references are required ultimately, depending on the applicant's work history and circumstances).

For volunteer roles working with children, young people and/or vulnerable adults, at least one of the references should come from outside the Minster, and if the applicant is currently working/volunteering with children, young people and/or vulnerable adults, a reference should be sought from the relevant body.

In the case of paid roles, references should be taken up prior to interview, unless the applicant has given a reason why they may not be.[4] The identity of any referees, and the fact that they have provided the reference received in their name should be confirmed by telephone with each referee.

[2] Guidance on roles which are eligible for Criminal Record Checks, and at what level, can be found online at, https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-9

[3] https://sunderlandminster.com/safeguarding/

[4] In this situation, ideally one of the references to be taken up beforehand even if the other cannot.

Care should be taken to ensure that application forms and references are examined diligently to ensure that information provided is consistent and that applicants have provided a satisfactory explanation for any discrepancies and/or any gaps in their personal history (where applicable) and/or career. If anything is unclear in references, the referee should be contacted to provide clarification.

5. Confidential Declaration

Due to the public and representative role of the Minster in the Diocese of Durham and City of Sunderland, and given the contact all employees and volunteers are likely to have with vulnerable people, it is our practice to ask all applicants for paid or volunteer roles to complete the Church of England's Confidential Declaration Form at the point of application.

The form must be signed as opposed to completed electronically, but signed forms can be scanned and sent electronically if that is preferable to posting them.

Applicants will not be disadvantaged by their response (unless information included in the response bars the individual from the role), information gathered by the Confidential Declaration Form simply helps the Minster to plan for and manage any risk.

If any applicant refuses to complete a Confidential Declaration form, the application must be terminated.

Responses are themselves confidential, they should be stored as such and only viewed, and carefully checked by, the person responsible for the appointment and/or the Minster Safeguarding Advisor.

6. Shortlisting

Shortlisting for paid roles should be conducted by the panel who will interview, chaired by the person responsible for the appointment. Where this is not possible, the person responsible for the appointment should shortlist with at least one member of the panel.

Applicants must be shortlisted for interview based on the evidence provided in their application form and usually only those who meet all the essential criteria as defined on the person specification must be shortlisted (even where there is only one applicant).

Application forms must be properly scrutinised and any gaps or queries (e.g. in employment/education /church/volunteering history etc) must be highlighted and marked for further exploration if the applicant is shortlisted and invited to interview.

7. Interview/Discussion

For all paid posts a face-to-face interview with pre-planned questions should be undertaken.

Interview panels should be made up of at least one other person (ideally two) in addition to the person responsible for the appointment.

Care should be taken to consider the diversity of the make-up of the panel.

At least one member of the panel should have attended safer recruitment training in the last three years.

Applicants for roles should not be interviewed by those with whom they have a close relationship.

The members of each appointment panel should be recorded on the Safer Recruitment Checklist (Appendix 1) for that appointment.

At interview for paid roles, or prior to interview, a form of photographic ID and of relevant qualifications should be provided and a photocopy/scan taken.

For volunteer roles, some form of discussion to ascertain suitability for the role should take place.

For any role (paid or volunteer) working with children, young people or vulnerable adults, there should be questions at interview, or in a discussion, relating to their attitude to and experience of safeguarding procedures. In these instances there should also be a question relating to the applicant's motives for seeking this work/role.

Applicants for such roles should always be asked if they know of any reason why they should not be working with children, young people or vulnerable adults.

If any applicant discloses any matter during interview/discussion that relates to children and / or adults experiencing, or at risk of abuse or neglect, and which may affect the applicant's suitability for the role, then this must be referred to the Diocesan Safeguarding Advisor for advice.

Appendix 3 details questions which must be asked of those seeking to work with children, young people and/or vulnerable adults. Additional optional questions for such applicants are also provided at Appendix 3.

At interview for those roles which do not relate directly to work with children, young people or vulnerable adults, a general question relating to the applicant's awareness of the importance of safeguarding and the considerations of it in their role should always be asked.

8. Applying for a Criminal Record Check

For those appointments where a Criminal Record Check is required (see Section 2 above), as soon as the responsible person is happy to make the appointment, the check should be applied for as soon as possible.

Should a successful candidate not wish to apply for a criminal record check, that is entirely their choice, however the application must not proceed any further and must be terminated.

For roles where a criminal record check is required the offer of appointment should not be finalised, nor a start date offered, until the relevant criminal record check is received and examined.

9. Overseas Applicants

If an applicant for a position that is eligible for a DBS check is coming from overseas who, either has never lived in the UK or spent a period of time (i.e. lived abroad), the person responsible for the appointment should request an additional check and ask the applicant to obtain criminality information (also known as 'a certificate of good conduct/character') from his/her relevant embassy/high commission (or police force).

This means that in addition to the DBS check, the applicant must seek this additional check to cover the time they spent abroad. (Further advice can be found on the Home Office website).[5]

If such information is not available from the embassy/high commission etc., or if there are concerns about the reliability of the information provided, the person responsible for the appointment should take extra care when taking up references and checking any previous employment record.

These cases should always be referred to the Minster Safeguarding Officer. Additional references should be sought, and at least one reference from a previous employer should be contacted by telephone as well as by letter.

Please note: 'A certificate of good conduct/character' does not prove that an individual has a right to work in the UK, this check should be made prior to any such request being made.

[5] https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

10. Approving an Appointment

The decision to appoint to a voluntary or paid role must be made only by those who have that responsibility, (see paragraph 1 above).

The start date or appointment must not be confirmed until the relevant criminal record check is received and examined. The check will be received by the Minster Safeguarding Officer (MSO), who will advise the person responsible for making the appointment once it has been checked and a copy taken of it.

Where there are blemishes, the MSO will work with the Diocesan Safeguarding Advisor to discern a way forward, undertaking a risk assessment to ascertain whether the appointment can be made.

Once an appointment can be made, a letter of appointment should be sent, whether for a volunteer or paid role.

All those appointed to posts should also receive a copy of the 'Statement of Safeguarding Principles' (see Appendix 4) and a copy of the ' "What to do if..." Safeguarding Guidance' (see Appendix 5).

Once an appointment has been accepted by the candidate a personnel/volunteer file should be created.

This file should include: the completed Safer Recruitment Checklist for the post (Appendix 1), the application form, completed Confidential Declaration, copy of photographic ID and qualifications (for paid posts), references, the interview questions or discussion/topics, and a copy of the DBS certificate (where applicable).

11. Induction and Learning

All new employees or volunteers should be introduced to the MSO and made aware of Sunderland Minster's commitment, as part of the Church of England, to playing our part in 'Promoting a Safer Church'.[6] They should be sent the 'Safeguarding Policy Statement' and directed to the 'Our Parish Safeguarding Booklet'[7], and the safeguarding policy adopted by the Minster PCC.

All new employees or volunteers should also be sent copies of the following documents:

- Staff Handbook or Volunteer Induction Pack (as appropriate)
- 'Complaints Policy'
- 'Digital Media Usage Policy'
- 'Digital Media Safeguarding Policy'
- 'Procedure for Responding Quickly to Safeguarding Concerns or Allegations'
- 'Whistleblowing Policy'
- And, the privacy notice relevant to their appointment.

Having received the documents above, any new employee must sign a copy of the Appointment Form at Appendix 6 (adding in the relevant job/role description) confirming that they have received the above, understand the expectations of the Minster and agree to adhere to the documents and role description for their position.

In the case of volunteers, volunteers must agree to and sign the Volunteer Expectations form.

All employees should undertake the Church of England's 'Basic Awareness' learning in safeguarding (formally C0 Training) either before taking up their post, or, within three 'working' days.

[6] https://www.churchofengland.org/safeguarding/promoting-safer-church-safeguarding

[7] Accessible online at: https://www.churchofengland.org/sites/default/files/2023-10/ourparishbookleta4_23h.pdf

For employees required to undertake the 'Foundation' safeguarding learning module (formally C1 Training) this should be completed within 10 'working' days.[8]

In the case of volunteers, 'Basic Awareness' learning should take place within three months of all volunteers being active in their role. For volunteers required to undertake 'Foundation' learning, this should also be completed within the same three-month period.

In the case of further training (for employee and volunteers) this should be arranged as soon as possible after the approval of the appointment.

Safeguarding training must be updated every three years.

During their induction, employees working with children, young people and vulnerable adults, will be directed to the relevant National Practice Guidance and Minster Policies which govern and set parameters on this work.

12. Probationary / Settling-In Period

All employees should have a period of probation agreed at the point of advertising (see paragraph 2).

For some volunteer roles it may be appropriate to agree a 'settling-in' period.

It may be justified for the probation / settling-in period to be extended.

The probation / settling-in period should provide the new post-/role-holder with suitable support and opportunities for relevant training to fulfil emerging needs.

In addition, regular meetings with the supervisor can be organised to discuss any issues etc. that arise.

The length of any agreed probation/settling-in period, and the arrangements, both for probation meetings, and the end of probation review should be detailed in the letter offering the appointment.

For paid roles, at the end of the probationary period a person must be confirmed in their role in writing.

13. Record Keeping

A record of pre-appointment checks should be kept on the file of each person successfully appointed to a paid or voluntary role.

A checklist of information to be recorded for employees can be found at Appendix 7. The completed checklist should be kept on file with the documents.

14. Supervision and Review

All paid posts will be subject to management, supervision and appraisal. For all volunteer posts, working with children and adults experiencing, or at risk of abuse or neglect, it is good practice to ensure regular supervision and conduct a review regularly, as the role requires, (e.g. annually) so that volunteers feel supported and issues can be discussed and/or resolved.

[8] See paragraph 2 (above) and Appendix 2 (below) for details regarding the process of identifying the level of safeguarding training required depending on the nature of the role.

15. Contract of Employment

All new employees should receive their contract of employment within one month of their start date, two copies of the contract must be signed, with one of the signed copies being kept on the employee's file and the other retained by them.

Policy Approval date: 17th March 2025

Policy Review date: March 2026

Reviewed: July 2026

Appendix 1: Safer Recruitment Checklist

Proposed Job Title / Role	
Person Responsible for the Appointment	

Prior to Making the Appointment:

Task/Consideration	***Please circle/delete and complete***
Job / Role Description and Criminal Record's Check	
Has a clear Job/Role Description (and, in the case of a paid post, the Person Specification) been agreed by the PCC as a body or their representative? *(If a representative, by whom?)*	Yes / No *By whom?*
Are there any Genuine Occupational Requirements for the post/role? *If so,* are they detailed in the Job Pack?	Yes / No Yes / No
If the post/role involves work with and alongside children, young people and/or vulnerable adults is the level of contact with these groups and the nature of the responsibilities of the post-/role-holder made clear in the job/role description?	N/A / Yes / No
Will a Criminal Records Check need to be made? *If so,* at what level? Is this requirement clear in the Job Pack?	Yes / No *Level of check:* Yes / No
What level of safeguarding training does the post/role require? Is this information available in the Job Pack?	*Level of training required:* Yes / No
For paid posts, how long is the probationary period? Is this made clear in the Job Pack?	*Probation period:* Yes / No
For a volunteer role, will there be a 'settling-in' period? *If so,* how long will it be? *And,* has this been communicated to the applicant?	Yes / No *Settling-in period:* Yes / No
Safeguarding Culture	
Does any advertisement for the job/role include information about the Minster's Safeguarding culture and approach to the recruitment of ex-offenders?	Yes / No

Does the Job Pack include information about the Minster's Safeguarding culture and approach to the recruitment of ex-offenders?	Yes / No
Have applicants been directed to the following policies: - The Minster's *'Safeguarding Policy Statement'*. - *'Safer Recruitment Policy'*. - *'Whistleblowing Policy'.* - *'Recruitment of Ex-Offender's Policy'*.	Yes / No

During the Appointment Process:

Task/Consideration	***Please circle/delete and complete***
Shortlisting	
For paid posts, did the person responsible for the appointment shortlist with at least one other member of the panel?	N/A / Yes / No
Did all shortlisted applicants meet the 'essential' criteria in the Person Specification? *If 'No',* on please not reasons for shortlisting that/those applicant(s).	Yes / No
Were there any gaps, discrepancies or anomalies in the application forms of any shortlisted candidates which need to be addressed at interview?	Yes / No
Application Form and References	
Have two appropriate references been requested for each applicant (referees should be aged 18 or over and must not be closely related to the applicant)?	Yes / No
For recruitment to a paid post, have references been received prior to interview?	N/A / Yes / No
Has the identity of referees and the fact that they have provided any reference received in their name been confirmed by telephone for each reference received?	Yes / No
For recruitment to posts/roles working with children, young people and/or vulnerable people, have referees been asked specifically to comment on the applicants' suitability to work with the relevant group(s)?	N/A / Yes / No
For recruitment to posts/roles working with children, young people and/or vulnerable people, if any applicants are currently working/volunteering with any of these groups has a reference been sought from the relevant body?	N/A / Yes / No
Were there any discrepancies between the application form and references for any shortlisted candidates which need to be addressed at interview?	Yes / No
Confidential Declarations	

Have all applicants been asked to complete and return a Confidential Declaration form?	Yes / No
Have completed Confidential Declaration forms been received from all shortlisted applicants?	Yes / No
Have forms returned by shortlisted applicants been examined for any disclosures? *Where necessary,* have all disclosures been discussed with the Minster Safeguarding Advisor (MSO)?	Yes / No Yes / No / N/A
Interview/Discussion	
For recruitment to paid posts, Who were the members of the panel? Please record them here.	
For recruitment to paid posts, have copies been taken of shortlisted candidates' photographic ID and relevant qualifications?	N/A / Yes / No
Were all gaps, discrepancies or anomalies from the application forms and/or references of any of the shortlisted candidates questioned at interview?	N/A / Yes / No
For recruitment to posts/roles working with children, young people and/or vulnerable people (paid or volunteer), do the planned interview questions include all those required at paragraph 7 of the policy?	N/A / Yes / No
For recruitment to posts/roles that do not involve working with children, young people and/or vulnerable people (paid or volunteer) directly, is there an interview question planned that asks each candidate about their awareness of the importance of safeguarding and what considerations will need to be made in relation to safeguarding for the role?	N/A / Yes / No

When Finalising the Appointment:

Task/Consideration	*Please circle/delete and complete*
Applying for a Criminal Record Check	
Where applicable, has the appropriate level of Criminal Record Check been returned and examined? *N.B. This must take place before the offer of appointment is finalised and a start date agreed.*	N/A / Yes / No
Overseas Applicants	
If the preferred candidate for a paid post is from overseas (or has lived overseas for a considerable time): Does the candidate have the right to work in the UK?	N/A / Yes / No
If so, is a 'Certificate of Good Conduct/Character' required?	N/A / Yes / No
And, in this case, has it been applied for and received from the relevant embassy / high-commission / police force?	N/A / Yes / No

Following the Appointment:

Task/Consideration	*Please circle/delete and complete*
Approving an Appointment	
All of the above being in place, a letter of appointment should be sent. Please assure that the letter includes the following information: - The safeguarding learning that will be required. - The length of the probation/settling-in period. - The arrangements (including a schedule where possible) for probation meetings and the end of probation review. Has a letter of appointment, including all of the above, been sent?	Yes / No
Has/have the person(s) appointed received a copy of the *'Statement of Safeguarding Principles' (see Appendix 4)* and a copy of the *' "What to do if..." Safeguarding Guidance' (see Appendix 5)*?	Yes / No
Have personnel / volunteer files been created for all of those appointed?	Yes / No
Induction and Learning	
On what date does the appointment start?	*Date:*
Has the person(s) appointed been sent a copy of the following: - The *'Safeguarding Policy Statement'* - '*The Parish Safeguarding Handbook'* and any Practice Guidance relevant to their role? - The Staff Handbook or Volunteer Expectations *(as appropriate)* - The Minster Values Statement - *'Complaints Policy'* - *'Digital Media Usage Policy' (employees only)* - *'Digital Media Safeguarding Policy'* - *'Procedure for Responding Quickly to Safeguarding Concerns or Allegations'* - *'Whistleblowing Policy'* - And, the privacy notice relevant to their appointment.	Yes / No

In the case of an employee, have they signed the form at *Appendix 7* confirming that they the above, understand the expectations of the Minster and agree to adhere to the documents and role description for their position?	N/A / Yes / No
In the case of a volunteer, have they signed the Volunteer Expectations Form confirming that they the above, understand the expectations of the Minster and agree to adhere to the documents and role description for their position?	N/A Yes / No

All employees and volunteers are required to undertake 'Basic Awareness' safeguarding learning (previously C0). For employees this must be completed within three working days, for volunteers within three months of being active. On what date was 'Basic Awareness' learning signed off?	*Date:*
Will 'Foundation' safeguarding learning be required? *If so,* on what date was 'Foundation' learning signed off?	Yes / No *Date:*
Will 'Leadership' safeguarding learning be required? *If so,* on what date was 'Leadership' learning signed off?	Yes / No *Date:*
Will 'Senior Leadership' safeguarding learning be required? *If so,* on what date was 'Senior Leadership' learning signed off?	Yes / No *Date:*
Record Keeping	
Has a record of pre-appointment checks been made and a copy of the 'Record of Pre-appointment Checks' at *Appendix 8* been placed on the successful candidate/volunteer's file?	Yes / No
Probation / Settling-in Period	
For employees, what is the agreed probation period?	*No. months probation:*
For volunteers, has a settling-in period been agreed? *If so,* how long?	Yes / No *No. months probation:*
Contract of Employment	
For employees, has the person appointed received their contract within one month of starting, and has a signed copy been placed on their file?	Yes / No

When all of the above is completed, the person responsible for the appointment should check the form,

sign and date it below.

If any additional notes are to be attached to this form, please indicate how many pages there are here:

_____

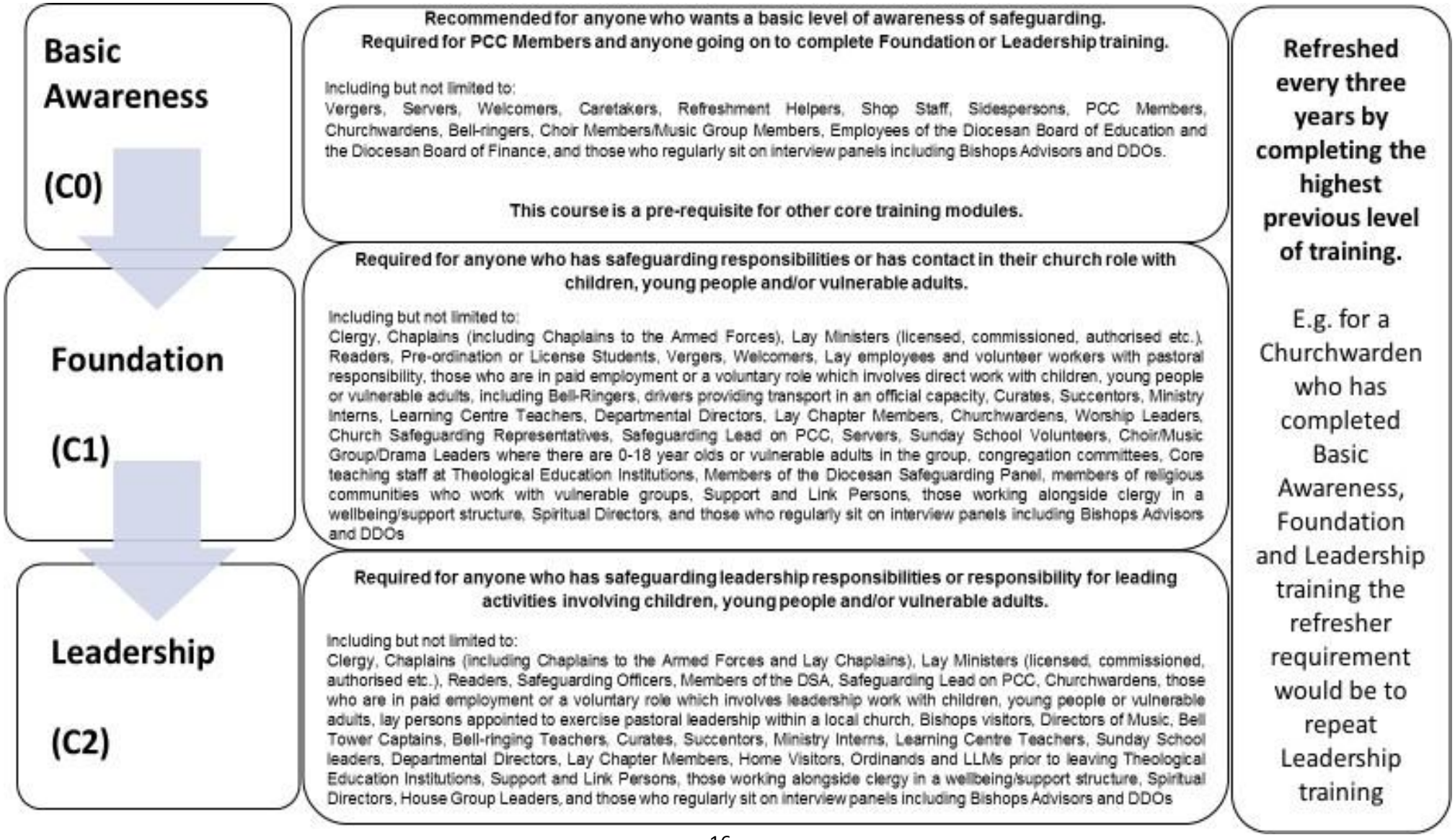
If any part of the process has been delegated by the person responsible for the appointment to another individual please note below, the name of that person and the aspects of the process delegated:

Name	Delegated aspects of the process

The complete checklist should then be signed and dated by the responsible person.

Signed	Dated

Appendix 2: Safeguarding Training Matrix



In addition to these modular elements of safeguarding training there is one additional core safeguarding training module for clergy and senior leaders:

Safeguarding Training for Senior Leaders **(C4)**	**Required for senior staff who have key roles in safeguarding policy, strategy and practice.** Including but not limited to: Diocesan, Area, Suffragan, Honorary Bishops, Deans, Residentiary Canons, members of Chapter, Cathedral Directors of departments, Archdeacons, Directors of Ordinands, Bishop's Chaplains, Theological Education Institute Principals, Vice Principals and Safeguarding Leads, Directors and Wardens of Readers, Diocesan Registrars, Diocesan Secretarys/Chiefs of Staff, Directors of Human Resources, Directors of Communications, Chairs of Safeguarding Panels, Leaders of Religious Communities and Safeguarding Leads	**The content of this module is refreshed tri-annually by the National Safeguarding Team and it is retained for delivery by the National Safeguarding Team.**

Appendix 3: Interview/Discussion Questions/Topics

For interviews/discussions with those applying for roles <u>working with children, young people and/or vulnerable adults</u> …

… **Each** applicant **must** be asked:

a) A question related to their attitude and experience of safeguarding procedures in a previous role *(For example: Can you talk to us about having to implement safeguarding procedures in a previous role? What was straightforward and what did you find more difficult?)*

b) A question related to their motive for applying for this particular role *(For example: What attracted to you this role, working with some of our vulnerable visitors in- particular?)*

c) Do you know of any reason why you should not be working with children / young people / vulnerable adults? Are there any police or employment matters outstanding which could affect your ability to work/volunteer with these groups?

… **In addition, *one or more*** of the following could be asked:

- Could you give us a picture of your involvement in previous roles with children and young people and/or vulnerable adults?
- Can you give an example of something that you have done that demonstrates your commitment to working with vulnerable groups (i.e. children and/or adults experiencing, or at risk of abuse or neglect)?
- Can you give some examples of how you would provide kind, consistent and safe care?
- Can you describe how you would respect the background and culture of children / adults experiencing, or at risk of abuse or neglect with whom you would work/volunteer?
- How would you treat all children / adults experiencing, or at risk of abuse or neglect as individuals with equal concern?

For interviews/discussions with those applying for roles which will <u>NOT involve</u> <u>working directly with children, young people and/or vulnerable adults</u> the following (or a similar) question should be asked …

At Sunderland Minster we have an unwavering commitment to the safeguarding of all people. Why do you think this is important and what do you think will be the considerations for this role?

Appendix 4: Statement of Safeguarding Principles

At Sunderland Minster we are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and adults;
- The safeguarding and protection of all children, young people and adults;
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

To this end:

- We will carefully select, support and train all those with any responsibility within the Minster, in line with the principles of Safer Recruitment.
- We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and / or isolation.
- We will seek to protect survivors of abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to anyone we come into contact with in the life of the Minster who is known to have offended against a child, young person or adult who is vulnerable.

In all of these principles we will follow legislation, guidance and recognised good practice.

Appendix 5: "What to do if …" Safeguarding Guidance[10][9]

What to do if …

… You have concerns about possible abuse (including allegations)

1. In an emergency, call emergency services 999.
2. If you have concerns always consult with children's or adult care services.
3. Always inform the Minster Safeguarding Adviser.
4. Keep a record of what happened, your concerns and your actions.

… A child, young person or adult wishes to disclose that they have have been abused

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report it to the person to whom you are responsible and your priest or safeguarding representative.
7. Only tell those who need to know.

Things to remember:

1. Treat everyone with respect, setting a positive example for others.
2. Respect personal space and privacy.
3. Ensure any actions cannot be misrepresented by someone else.
4. Challenge unacceptable behaviour.
5. Do not put anyone, including yourself, in a vulnerable or compromising situation.
6. Do not have inappropriate physical or verbal contact with others.
7. You must not keep allegations or suspected abuse secret.

[9] Taken from the Church of England's *'Model Pocket Sized Guide to Safeguarding (2014)'*

Appendix 6: Appointment Form

Successful Candidate's Name	
Successful Candidate's Role	

I, the above-named individual, confirm that I have received and read the following documents

- *The Minster's Values Statement*
- *Staff Handbook or Volunteer Induction Pack (as appropriate)*
- *'Complaints Policy'*
- *'Digital Media Usage Policy'*
- *'Digital Media Safeguarding Policy'*
- *'Procedure for Responding Quickly to Safeguarding Concerns or Allegations'*
- *'Whistleblowing Policy'*
- And, the privacy notice relevant to this appointment.

and understand the expectations of Sunderland Minster for me in the role stated above.

Print Name:

Sign Name:

Date:

Appendix 7: Record of Pre-Appointment Checks

Successful Candidate/Volunteers Name	
Successful Candidate/Volunteers Address	
Successful Candidates/Volunteers Date of Birth	
Role Applied For …	

If a DBS Check has been made:

Date Disclosure Certificate issued	
Name of the Subject	
Level of disclosure requested	
Position for which the disclosure was requested	
Unique Reference Number of disclosure	
Was a DBS Risk Assessment required? Please attach if 'Yes'.	Yes / No
Was the recruitment progressed?	Yes / No

References:

Name of Referee		
Position/Role		

Contact Details		
How long have they known the candidate?		
How recently?		
Reference confirmed by telephone?	Yes / No	Yes / No

Checks:

Check	***Please circle/delete and complete***
Were any oversees checks required? *If so, please provide details of checks requested and obtained below, attaching any documents/evidence received.*	Yes / No
Was it necessary to prove that the applicant had the right to work in the UK? *If so, please attach copies of any documents/evidence checked (signed and dated by the person who saw them)*	Yes / No

Were there any gaps in employment/education/volunteering? *If yes, please explain what they were and the action taken to understand these.*	Yes / No

Please attach a copy of the Job Pack or Volunteer Role Description, along with the Interview/Discussion Questions.

Signed (Person Responsible for Appointment)	Dated