



Recruitment Policy

Policy Purpose

St Michael's Parochial Church Council (PCC) is committed to engaging and developing the best team possible to work together to see our mission and vision fulfilled. A critical part of that process is the recruitment and selection of the right people for the right roles. This policy sets out the principles behind our recruitment and selection process to ensure a consistent approach to advertising, selecting and inducting new team members.

Policy Principles

Equality of Opportunity

As a principle, St Michael's PCC seek to develop a community in which every member can play their part and will not discriminate when recruiting for a role based on any of the characteristics protected by Equality Act 2010. Due to the nature of the Christian Community and some of the duties required of the roles or jobs, there will be occasions for which it is necessary to recruit a practising and professing Christian as a genuine occupational requirement. Where this is the case, it will be clearly indicated in the job or role description and will form a core part of the interview and selection process.

Safeguarding

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and all 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 Church, 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 any member of our Church community known to have offended against a child, young person or adult who is vulnerable. In all these principles we will follow legislation, guidance and recognised good practice.

Recruitment of Ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St Michael's undertakes to treat all applicants for positions fairly.

- St Michael's PCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- St Michael's PCC will only ask an individual to provide details of convictions and cautions that St Michael's PCC are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- St Michael's PCC will only ask an individual about convictions and cautions that are not protected.
- St Michael's PCC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- St Michael's PCC select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned in line with the Church of England 'Safer Recruitment' guidance. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- St Michael's PCC ensures that all those in St Michael's Church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- St Michael's PCC also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, St Michael's PCC will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- St Michael's PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

General Data Protection Regulation (GDPR)

St Michael's PCC is required to collect and process a certain amount of personal data during recruitment. The data protection officer for St Michael's Church, Waddington is the church administrator. The data collected via application forms, CV's, letters, expressions of interest and DBS applications will be stored securely and either:

- Deleted, should the application be unsuccessful.
- Used as the basis of the Employee/ Volunteer file if successful.
Data will be shared with the necessary third party agencies in order to check references, conduct background checks and if successfully appointed to run payroll and manage the workplace pension scheme. All processing and storage of data is conducted from the St Michael's parish office.

Candidates have the right to request their data be deleted or stored on file for future consideration. If a candidate wished their personal data to be deleted, they should make this request in writing to the parish administrator.

For further information on how we manage and handle data, please refer to the Privacy Notice.

Approved by the PCC and signed on its behalf:



Date: January 2024