

# Safer Recruitment



Creating safer places. Together.

Welcome to the Thirtyone:eight Safer Recruitment course. This handbook is designed to accompany the webinar and contains the case scenarios, discussion questions and polls we will be using in the webinar.

Safer Recruitment is a four UK nations friendly course. Most of the information in the handbook is applicable to all four nations, but there are also individual sections related to each nation. Please find the section(s) that relates to the nation(s) you work in. This handbook has a lot of information and isn't designed to be read cover-to-cover. We do encourage you to use the contents page to identify the information relevant to you, and to revisit this information when you need a refresher and as things arise.

Helping people to find appropriate ways to serve can be challenging. Nowhere is this truer than in a faith-based/charity setting, where we're often heavily reliant on volunteers. In our different contexts, 'recruitment' can have different levels of formality and safeguarding roles might be held by a diverse group of busy people, often with limited clarity on who is responsible for what aspects of safeguarding.

As with all elements of safeguarding, we must balance open doors, a welcome for all and a culture of creating family – all good things – with a recognition that we have a duty to protect the vulnerable and the sad reality that those who wish to perpetrate abuse may target such environments as places with easy access to potential victims. Structures for safer recruitment can help us limit the access predators have to those in our care and can contribute to creating safer places. These very practical mechanisms can make a real and significant difference, so thank you for your investment in this vital work.

We are looking forward to supporting you as you safeguard those you work with through your safer recruitment processes.

The Thirtyone:eight team

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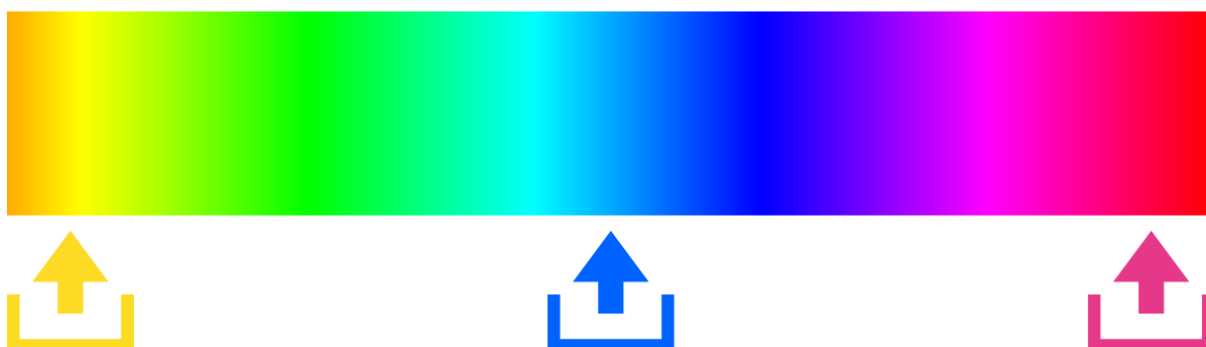
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## Spectrum of Formality

The five areas covered on our Safer Recruitment Checklist (see [Appendix 1](#)) should be used for every role within your organisation, but the specifics of this will obviously look different when recruiting a volunteer for a one-hour a week position than it will a senior, employed position within a national charity. We recognise that roles and risk levels differ, as do organisations’ time and financial capacity. When it comes to Safer Recruitment, there is no ‘one size fits all’ model.

The key thing to remember is that our specifics – what we do – will be **proportional** to the role, but the five areas should always be present. We’ve provided some examples below.



Our ‘spectrum of formality’ is designed to add some nuance to our training, but it is a spectrum, so we are oversimplifying. The role you’re recruiting for may sit even in the space between the ‘informal’, ‘medium’ and ‘formal’ categories we’ve listed below – perhaps more in the green (i.e., between informal and medium) or purple (i.e., between medium and formal). Feel free to outwork the checklist in whatever way is most appropriate to the role.

Informal	Medium	Formal
e.g., Sunday school helper	e.g., paid youth leader for a community project	e.g., regional manager for a national charity
Verbally mentions an interest and completes short expression of interest form	Completes a standard application form	Completes a highly detailed application form
Clear role profile outlining main duties	Clear role profile outlining main duties	Detailed role profile (sometimes called job description and person specification) including

and if role requires criminal record check	and if role requires criminal record check	code of conduct, skills and experience required and if role requires criminal record check
Chat over a coffee	Interview	Formal panel interview and additional assessment task, for example presentation
Criminal record check if role is eligible, at least one reference	Criminal record check if role is eligible, references, Right to Work check if appropriate	Criminal record check if role is eligible, references, including most recent employer, Right to Work check if appropriate, other checks as necessary (fitness, competence, psychological screening etc)
Opportunity to shadow to become familiar with role and group; regular, planned opportunities to talk with team leader; relevant training (including safeguarding)	Induction process; regular, planned supervision meetings with team leader; relevant training (including safeguarding)	Structured and comprehensive induction process; formal probationary period; regular, planned supervision meetings with line manager or external professional; relevant training (including safeguarding)
Informal	Medium	Formal

# Questions and Exercises in the Webinar

Throughout the webinar there will be opportunities to have discussions, share knowledge and participate in activities to apply our learning in context. These are included here for reference only. There is no need to work through anything in advance.

## Module 1: Expression of Interest

**Pause and consider:** Why do we follow a safer recruitment process?

**Pause and consider:** Why might someone apply for a role? Consider both healthy and unhealthy motivations.

**Just helping?** Should a safer recruitment process be followed in the following short scenarios? Why / why not?

- 1) Your church / charity organise family fun days each month where parents attend with their children. There are some parents who attend every month and know your building well because they are part of your community. They help with craft activities, give out snacks and offer to keep an eye on the children of visiting families for short periods of time so the parents can get a coffee, go to the bathroom etc.
- 2) Your church / charity hosts an older adults' lunch every Wednesday. A couple of people who have attended regularly until recently are no longer able to come because their health has deteriorated, and they can't walk / catch the bus safely anymore. A member of your community offers to set up a rota with 2-3 friends to give the adults lifts so they can continue attending.
- 3) Someone in your community has professional skills in painting, decorating and electrical repairs. They offer to drop in whenever they have time between jobs to do some work in your community centre. The community centre hosts activities for various groups, including children.
- 4) A group of long-standing members of your community offer to serve refreshments to the children and their families at your weekly stay and play group.

- 5) Your charity is organising a Christmas fun event. An uncle of one of your regular volunteers offers to dress up as Santa and give presents to the children.

**Risks and Benefits exercise:** In your group, come up with a list of either the risks or the benefits of bringing new people in to work with your organisation. Please nominate someone to feedback to the rest of the group when you return.

**Spectrum of formality:** What would 'Expression of interest' involve for a(n):

- 1) Informal process
- 2) Medium-level process
- 3) Formal process

## Module 2: Role Profile

**Consider the following case scenario:**

Asha's church asks for volunteers to join the pastoral team to visit and share communion with housebound church members. Asha completes the expression of interest form giving her reasons for wanting to be involved, the skills she can bring and noting her availability. Siobhan, the pastoral team leader, calls Asha and arranges to have coffee with her and discuss the role further. When they meet, they discuss Asha's day job as a 'home from hospital' carer and her passion for keeping housebound members part of the church community. They agree that Asha will bring her ID documents to church on Sunday so Ciaran, the church administrator, can start to process her AccessNI check. Asha also gives Siobhan contact details for her line manager at work and the deputy of her children's school where she has served as parent governor as references. When the checks come back, Asha starts pastoral visiting. Siobhan arranges to meet Asha in the church café the following month to check how she's getting on and see if she needs any support. Asha says she is really enjoying pastoral visiting and has got to know Mrs Baker particularly well. She mentions that she often picks up groceries for her while she's shopping for her work clients and has agreed to take her to a hospital appointment next week as Mrs Baker's daughter is on holiday.



**Pause and consider:** If someone doesn't understand expectations and boundaries of a role, what are the risks for...

- 1) Vulnerable groups
- 2) Volunteer / employee
- 3) Your organisation

**How could you improve these role profiles so they're more specific and informative? Remember: Who, What, Where, When, Why?**

Children's Worker:

- Help the children as required,
- Model good behaviour,
- Communicate with parents,
- Report to Children's Leader,
- This role is eligible for a Criminal Record Check.

Foodbank Volunteer:

- Help clients as necessary,
- Sort food donations,
- Communicate appropriately,
- Report to Project Manager,
- Undertake required training.

**Pause and consider:** Can you give examples of reasonable adjustments that have been / could be made for someone applying for a role in your organisation?

**Pause and consider:** Has your organisation ever taken / considered taking positive action as part of your recruitment process? What are the advantages to your church or charity?

**Action point to take away:** Do all roles in your organisation have a role profile? Is each role profile clear and informative – do the people doing this role know what is expected of them and what isn't? Do the people they serve know this too? If there are no role profiles, could you co-produce these with your team? How could you apply the principles of equity of opportunity to your role profiles and communicate this clearly in your next recruitment?

## Module 3: Interview

Devise an interview question that explores attitudes and values. Interview questions should ideally give applicants chance to reflect on and relate real life experience rather than respond to a hypothetical situation. You may find it easier to produce questions based of the following scenarios:

- 1) Your foodbank has several young adult volunteers who attend the local college and have a range of additional needs. You want to ensure that anyone you employ will be a suitable addition to your team. Establish your recruit's attitude towards people with additional needs.
- 2) Honest reflection and healthy accountability are key parts of your organisation's culture. You want to ensure your volunteers understand the need for honesty and an ability to learn from mistakes.

## Module 4: Checks

Criminal record checks	These are a legal requirement, and the parameters around types and levels of checks are complicated. If you are not a Lead Recruiter/Lead Counter-signatory, you're not expected to hold this knowledge. If you are, you'll need specific training and access to umbrella organisations for advice.
References	A referee, including a previous employer, doesn't have to give a reference. If they choose to, it must be fair and accurate, but could also be brief, i.e., role title, salary (if relevant) and when the person was in role.

In addition to the essential criminal record checks and references, we've included a more extensive list of possible checks you could do and when they might be beneficial.

<a href="#">Right to work</a>	To ensure someone has the legal right to work in the UK, not prohibited by their residency or immigration status. Please note – this also applies to some unpaid employment
I.D check	This will be required as part of the criminal record check where applicable. If the role isn't eligible for a

	criminal record check, you should arrange to see a person's I.D separately
Psychological evaluation	Increasingly used in a range of roles, including faith leaders (i.e., church minister)
Medical	Where this is legally required, e.g., eye test if role involves driving for commercial purposes
Physical	When a role requires a specific physical skill or level of physical fitness
Social media screening	Can draw awareness to problematic or incriminating attitudes, such as anti-social, illegal or violent behaviour. You must tell the candidate you're undertaking these checks – we recommend only doing the checks once a conditional offer has been made. This can be done through a professional organisation, doing so yourself informally is legally a 'grey area' so we don't recommend it.
Qualification check	Driving license if delivering, teaching qualification etc.
Relevant experience	Some roles require proof that an applicant has held a similar position for a certain number of years already. May see phrases like 'minimum 2 years' experience required'.
Professional Registration / Trustees	For some roles, qualifications or professional licences are essential – nurses, qualified teachers, driving instructors etc. The paperwork to give evidence for these things should be checked at this stage. For charity <b>trustees</b> , organisations must check that the candidate is not on the register of people disqualified from acting as a charity trustee.

**Pause and consider:** Who might provide references for the following individuals? What type of reference would be helpful? Would you ask for multiple references?

- Nish is 18 and just finished college. He wants to volunteer at the foodbank once a week.
- Beryll is 78 and has attended your church for years. She wants to be part of the messy church team.
- Konrad is 25 and has recently arrived in the UK for work. He wants to volunteer as a youth leader in your community group.

- Chipo is 46 and is a hospital chaplain. She is applying for the role of lead pastor at your church.

## Module 5: Ongoing support and supervision

### Pause and consider:

- **Who** is the most **suitable person** to undertake supervision meetings. Will it be the same person to cover pastoral and role specific elements or two different people?
- **What** will it include? Emotional support? Task assistance? Both?
- **Where** should they take place (including virtual options)
- **How often** will supervision meetings be held?
- **How** formal will they be?
- **How** will you document your supervision sessions?

**Discuss:** What good practice can you share from your organisation around ongoing support and supervision of staff and volunteers?

What could make things even better?

## Safer Recruitment laws across the 4 UK nations

Safeguarding practice is usually based on the laws made by one of the 4 UK Governments (Westminster, Holyrood, Stormont and the Senedd). You do not need to memorise or have a deep understanding of these pieces of legislation, it's enough to have an awareness that there is a legal framework that informs how we safely recruit volunteers and employees.

For those interested in the details, the key pieces of legislation related to Safer Recruitment for each UK nation are listed below. The full legislation documents are available online by searching the name and date given here.

UK Wide Legislation			
England	Northern Ireland	Scotland	Wales
Vulnerable groups laws:			
Safeguarding Vulnerable Groups Act 2006	Safeguarding Vulnerable Groups (Northern Ireland) Order 2007	Protection of Vulnerable Groups (Scotland) Act 2007  Police Act 1997 (as amended)	Safeguarding Vulnerable Groups Act 2006
Position of trust laws:			
'Position of trust' offences within ss.16 – 19 of the Sexual Offences Act 2003 now include situations where certain activities take place in a sport or religion (as amended by the Police, Crime,	Section 5 of the Justice (Sexual Offences and Trafficking Victims) Act (Northern Ireland) 2022 known as 'Abuse of Position of Trust'	'Positions of trust' law in Scotland remains as originally set out in the Sexual Offences Act (2009), which does not cover religious or sports settings.	'Position of trust' offences within ss.16 – 19 of the Sexual Offences Act 2003 <b>now</b> include situations where certain activities take place in a sport or religion (as amended by the Police, Crime, Sentencing & Courts Act, 2022).

Sentencing & Courts Act, 2022).			
Equal opportunities laws:			
Equality Act 2010	Disability Discrimination Act 1995*	Equality Act 2010	Equality Act 2010
‘Spent’ convictions:			
Rehabilitation of Offenders Act 1974	Rehabilitation of Offenders (Northern Ireland) Order 1978	Rehabilitation of Offenders Act 1974	Rehabilitation of Offenders Act 1974

\*Equal Opportunity laws in Northern Ireland are informed by several different pieces of legislation. You can find details on specific aspects of this law here: [ECNI - The Law, Equality Legislation, Equality Commission, Northern Ireland \(equalityni.org\)](http://equalityni.org)

## Safer Recruitment in England

The following pages contain useful information for those for those seeking to recruit safely in England.



## Useful Terminology:

**DBS checks** - criminal record checks used to help make safer recruitment decisions.

### **DBS Requirements:**

DBS stands for Disclosure and Barring Service. DBS checks are criminal record checks used to help make safer recruitment decisions for paid and voluntary roles. There are different levels of criminal records checks that may be required for working with children and young people and adults at risk of harm in England; the level of check is determined by the role. You could be asked to complete a basic, standard, enhanced or enhanced with barring check. The person responsible for safer recruitment in your organisation will work with the DBS and umbrella organisations like Thirtyone:eight to ensure that the right people are asked to undertake the right checks for the roles they have.

A Basic DBS Check only shows unspent cautions and convictions. There is no eligibility requirement for this, and individuals can apply for these themselves directly with the DBS as well as through their recruiting organisation. Basic checks are often used for roles that aren't eligible for an enhanced check but hold a level of trust and representation of an organisation, for example welcomers, administrators, and refreshment team members.

For Standard and Enhanced Checks, the organisation is legally responsible for ensuring the job is eligible. Standard DBS Checks are quite rare and not usually relevant in a church and charity settings. If you are working directly with children, young people or adults at risk of harm, you are most likely to be asked to complete an Enhanced DBS Check, which might also involve a check of the 'barred list' – a list of those who are barred from applying to work with children and young people, adults at risk of harm, or both groups, because of the risk they pose.

If you have questions about DBS checks, please talk to the Lead Recruiter in your organisation - they will explain more or know where to source relevant information. These checks have their basis in law and form part of a larger safer recruitment process designed to create safer environments for those in our care.

For more details on criminal background checks in the UK and their differences, see [here](#).



## Practice models and templates:

### Advice from the Charity Commission

The charity regulator for England and Wales has some helpful guidance on working with staff and volunteers.

For registered charities working in England and Wales, they give specific advice on:

- Distinguishing between staff and volunteers
- Criminal records checks
- Legal status of volunteers
- Expenses for volunteers
- Insurance to cover volunteers

The full guidance can be found here: [How to manage your charity's volunteers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-manage-your-charity-s-volunteers)

### Sample policy on the recruitment of ex-offenders from England/Wales

The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate against them. It also requires registered organisations to have a written recruitment policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the start of the recruitment process.

This sample template is also available [online here](#):

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), [Organisation Name] complies fully with the code of practice and undertakes to treat all applicants for positions fairly

[Organisation Name] undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

[Organisation Name] can only ask an individual to provide details of convictions and cautions that [Organisation Name] 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)

[Organisation Name] can only ask an individual about convictions and cautions that are not protected

[Organisation Name] is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

[Organisation Name] has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process

[Organisation Name] 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

[Organisation Name] 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 Safer Recruitment

relevant to the position concerned. 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

[Organisation Name] ensures that all those in [Organisation Name] who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences

[Organisation Name] 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, [Organisation Name] ensures 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.

[Organisation Name] makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request

[Organisation Name] undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

## Self-declaration form for a position requiring an enhanced check

On the following few pages, you'll find a self-declaration form that you can print and use.

This form is applicable for those working in England and Wales.

For our Thirtyone:eight members, this and a range of other forms and templates can be accessed on the [Resource Library](#). This specific form is available [here](#).

# Self-declaration form for a position requiring an enhanced Disclosure

## Strictly Confidential

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope.

 To:

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(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address:

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Position applied for:

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## Conviction history

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select 'Yes' below

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance\*.

**Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/ pending prosecution?**

Yes  No  (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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\*links can be found at [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links)

## Police investigation

**Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?**

Yes  No  (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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**To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?**

Yes  No  (please tick)

If yes, please provide details, we will need to discuss this with you.

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**Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?**

Please include any disciplinary action taken by an employer in relation to your behaviour with adults

Yes  No  (please tick)

If yes, please provide details, we will need to discuss this with you.

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 **Declaration**

**To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.**

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

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consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants – [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links). I understand how DBS will process my personal data and the options available to me for processing an application I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation I understand that failure to do Safer Recruitment

so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children OR I confirm that I am not barred from working with adults at risk

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.**

## Legalese – attached notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders / Model Equal Opportunities Policy

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules.

In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

The DBS Service Code of Practice and our own procedures are available on request for you to read It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.



As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

#### **Notes - Children and Young People**

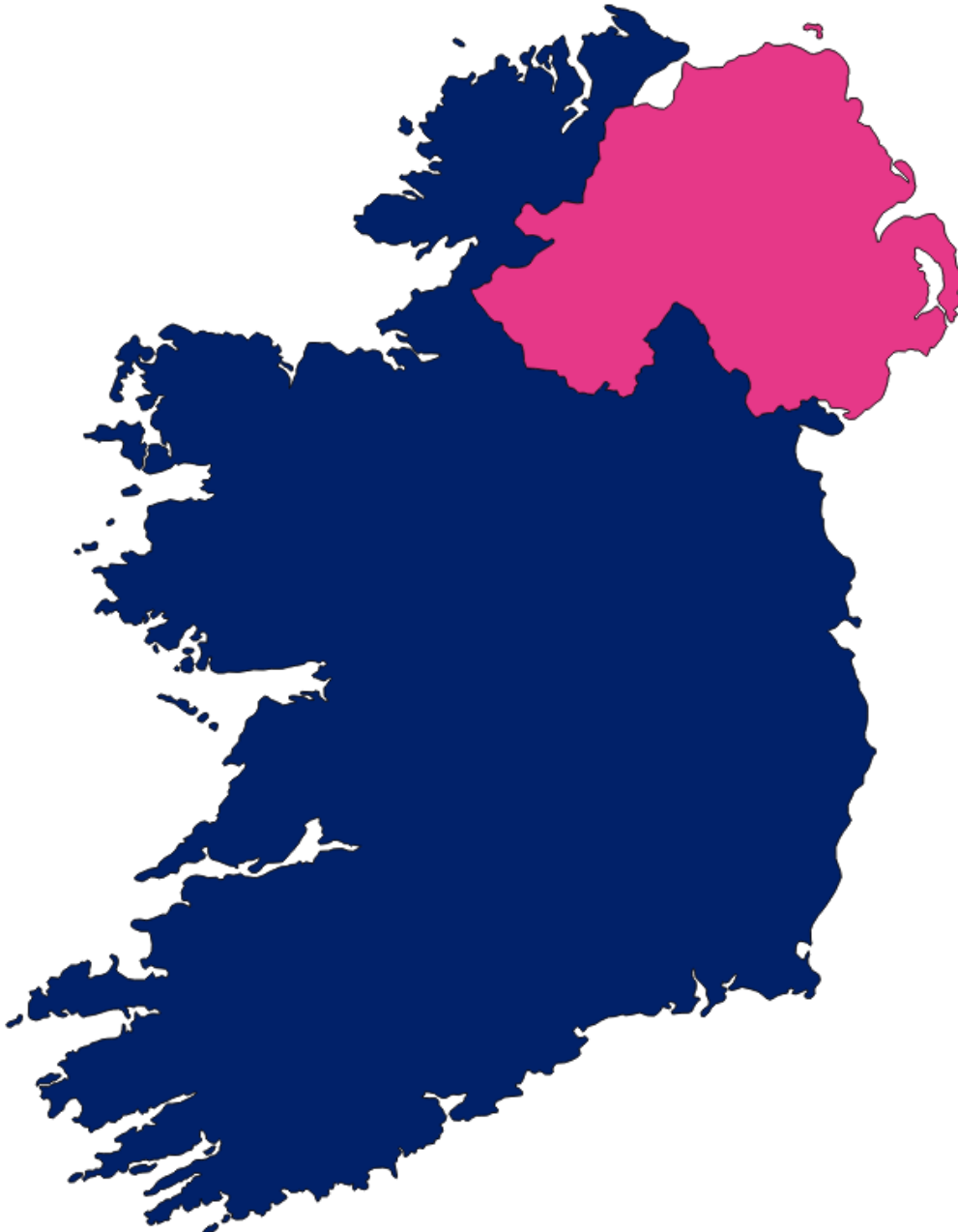
Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check For applicants in Scotland and Northern Ireland, similar provisions apply

**DBS Eligibility from: [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links)**

## Safer Recruitment in Northern Ireland

The following pages contain useful information for those for those seeking to recruit safely in Northern Ireland.



## Useful Terminology:

**AccessNI Checks** - criminal record checks used to help make safer recruitment decisions for paid and voluntary roles. There are different levels of criminal records checks that may be required for working with children, young people and adults at risk of harm in Northern Ireland; the level of check is determined by the role. You could be asked to complete a basic, standard, enhanced or enhanced with barring check. The person responsible for safer recruitment in your organisation will work with AccessNI and umbrella organisations like Thirtyone:eight to ensure that the right people are asked to undertake the right checks for the roles they have.

A basic AccessNI check has all unspent convictions or will state that no convictions were found. There is no eligibility requirement for this, and individuals can apply for these themselves directly with the AccessNI as well as through their recruiting organisation. Basic checks are often used for roles that aren't eligible for an enhanced check but hold a level of trust and representation of an organisation, for example welcomers, administrators, and refreshment team members.

For Standard and Enhanced Checks, the organisation is legally responsible for ensuring the job is eligible. Standard AccessNI Checks are quite rare and not usually relevant in church or charity settings. If you are working directly with children, young people or adults at risk of harm, you are most likely to be asked to complete an Enhanced AccessNI Check, which might also involve a check of the 'barred list' – a list of those who are barred from applying to work with children and young people, adults at risk of harm, or both groups, because of the risk they pose.

If you have questions about an AccessNI, please talk to the Lead Recruiter in your organisation - they will explain more or know where to source relevant information. These checks have their basis in law and form part of a larger safer recruitment process designed to create safer environments for those in our care.

For more details on criminal background checks in the UK and their differences, see [here](#).

## Practice models and templates:

### Safeguarding Board of Northern Ireland [SBNI] Safeguarding Learning and Development Strategy and Framework

The [SBNI](#) have a framework for safeguarding that sets out the key minimum learning outcomes for staff and volunteers. It looks to equip people with the 'skills, knowledge and competence to promote the safety and well-being of those under their care, within the remit of their roles and responsibilities.'

Level 3 is for those who have a managerial or supervisory role. Understanding 'models of effective safeguarding supervision' is a requirement of this level.

We therefore recommend clarifying your supervision structure in your policy documents. [Appendix 6](#) gives some additional guidance.

### Central Number for Out of Hours Social Workers

Wherever you live in Northern Ireland, Out of Hours Social Workers can be contacted through one central telephone number:

**Tel:** (028) 0800 197 9995

### Sample policy on the recruitment of ex-offenders from NI

The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate against them. It also requires registered organisations to have a written recruitment policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the start of the recruitment process.

This sample template is also available [online here](#):

[Insert your Organisation Name and/or Logo here]

#### Policy Statement

1. [Insert your Organisation Name] complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all Safer Recruitment

applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.

2. This policy is made available to all Disclosure applicants at the outset of the recruitment process.

3. [Name of Organisation] are committed to equality of opportunity (see separate Equal Opportunities Policy) to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

4. [Insert your Organisation Name] actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.

5. We will request an AccessNI Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question. Where an AccessNI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that [insert Organisation Name] will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check

6. In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), [insert your Organisation Name] will only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure.

7. We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned eg the individual is applying for a driving job but has Safer Recruitment

a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

8. [Insert your Organisation Name] may consider discussing any matter revealed in a Disclosure Certificate.

9. We ensure that all those in [insert your Organisation Name] who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).

10. We undertake to make every subject of an AccessNI Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH [insert your ORGANISATION NAME]. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE.

## Self-declaration form for a position requiring an enhanced check

On the following few pages, you'll find a self-declaration form that you can print and use.

This form is applicable for those working in Northern Ireland.

For our Thirtyone:eight members, this and a range of other forms and templates can be accessed on the [Resource Library](#). This specific form is available [here](#).

# Self-declaration Form for a Position Requiring an Enhanced Level Check

**Strictly confidential**

**As a place of worship/organisation we undertake to meet the requirements of the General Data Protection Regulations made effective from May 25th 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.**

**All applicants that require an Enhanced Disclosure are asked to complete this form, detach it from the Application Form and return it, to the Lead Counter-signatory detailed below, in a separate sealed envelope.**

To: \_\_\_\_\_

(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: \_\_\_\_\_

Appointment applied for: \_\_\_\_\_

## Conviction history

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to AccessNI filtering rules\*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to AccessNI filtering rules\*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders (Northern Ireland) Order 1978\*\* and the AccessNI filtering guidance\*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes  No  (please tick)

Safer Recruitment



If yes, please give details including the nature of the offences and the dates  
Please give details of the court(s) where your conviction (s) were heard, the  
type of offence and sentence(s) received Could you also give details of the  
reasons and circumstances that led to the offence(s) Continue on a separate  
sheet if necessary

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For notes marked with an asterix, please see links on page 12.

### **Police investigations**

Have you ever been the subject of a police investigation that didn't lead to a  
criminal conviction?

Yes  No  (please tick)

If yes, please give details below, including the date of the investigation, the  
Police Force involved, details of the investigation and the reason for this, and  
disposal(s) if known.

To your knowledge have you ever had any allegation made against you,  
which has been reported to, and investigated by, Social Services/Social  
Work Department (Children's or Adult Social Care)?

Yes  No  (please tick)

If yes, please provide details, we will need to discuss this with you

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Has there ever been any cause for concern regarding your conduct with  
children, young people, vulnerable adults?

Please include any disciplinary action taken by an employer in relation to your  
behaviour with adults

Yes  No  (please tick)

If yes, please give details

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**Declaration**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration:

I (full name) \_\_\_\_\_ of  
(address) \_\_\_\_\_

consent to a criminal records check if appointed to the position for which I have applied I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

**I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.**

**I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above

\*For more information on AccessNI Filtering rules please see our useful links page: [thirtyoneeight.org/NI-links](http://thirtyoneeight.org/NI-links)

## **Legalese – Attached notes**

The Disclosure of any offence may not prohibit employment Please refer to our Rehabilitation of Offenders / Model Equal Opportunities Policy As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to ANI filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act with the exception of those that are subject to the ANI filtering rules.

In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed

The ANI Service Code of Practice and our own procedures are available on request for you to read It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk

As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of ANI

## **Notes - Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or adults at risk in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

Provisions in Northern Ireland allow for an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

## Safer Recruitment in Scotland

The following pages contain useful information for those seeking to recruit safely in Scotland.



## Useful Terminology

**Disclosure Scotland and PVG (Protecting Vulnerable Groups) Scheme** - criminal record checks used to help make safer recruitment decisions for paid and voluntary roles.

### **Disclosure Scotland and PVG Scheme requirements:**

There are different levels of criminal records checks that may be required for working with children and young people in Scotland; the level of check is determined by the role. You may need applicants to complete a basic, standard, enhanced or enhanced with PVG Scheme. The person responsible for safer recruitment in your organisation will work with Disclosure Scotland, likely via an umbrella organisation such as Volunteer Scotland, to ensure that the right people are asked to undertake the right checks for the roles they wish to hold.

A basic Disclosure Scotland check has all unspent convictions or will state that no convictions were found. There is no eligibility requirement for this, and individuals can apply for these themselves directly through Disclosure Scotland. Basic checks are often used for roles that aren't eligible for an enhanced check but hold a level of trust and representation of an organisation, for example welcomers, administrators, and refreshment team members. Under the Rehabilitation of Offenders Act 1974, some criminal convictions can be treated as 'spent' after a certain length of time. Spent convictions are not included on a basic disclosure. Some organisations can also apply for a basic disclosure for certain roles.

Standard checks will be more appropriate for other roles. A standard disclosure shows criminal history information from UK records, including: unspent convictions, relevant spent convictions, unspent cautions and information from the Sex Offenders Register. An employer or registered body can apply for this. The certificate will show if there are no convictions to disclose. In addition to the areas shown on the Standard check, Enhanced Checks will also note inclusion on children's or adults' lists (if it's relevant to the job) and other relevant information held by the police, this level of check is used in situations such as applying to adopt a child.

The Protecting Vulnerable Groups (PVG) scheme is managed by Disclosure Scotland. It helps ensure people who are unsuitable to work with children and

Safer Recruitment

protected adults cannot do regulated work with these vulnerable groups. If the role you're recruiting for involves regulated work, you may need to ask applicants to apply to join the PVG scheme. Disclosure Scotland carries out criminal record checks when you apply.

If you have questions about Disclosure Scotland Checks and the PVG Scheme, please talk to the Lead Recruiter in your organisation - they will explain more or know where to source relevant information. These checks have their basis in law and form part of a larger safer recruitment process designed to create safer environments for those in our care.

This information was obtained from: [www.mygov.scot](http://www.mygov.scot).

For more details on criminal background checks in the UK and their differences, see [here](#).

## Practice models and templates:

### **Safer Recruitment through Better Recruitment**

[Safer Recruitment through Better Recruitment](#) is good practice guidance produced by the Scottish Care Inspectorate and aims to meet existing legal and regulatory requirements in relation to the safer recruitment. Even though this resource was intended for social work, it has notes on nearly every area of Safer Recruitment with a specific focus on the Scottish context.

### **Volunteer Scotland Resources**

Volunteer Scotland is an organisation dedicated to equipping people to volunteer in-line with national and local policy, and aligned to the Scottish Government. As such, they have several resources that may be helpful to your Safer Recruitment processes. We've listed a few here:

- [Online PVG Application Process Guidance Pack](#)
- [Volunteer Practice Guidance Note: Creating Volunteer Role Description](#)
- [Volunteer Practice Guidance Note: Inclusion Top Tips](#)
- [Volunteer Practice Guidance note: Volunteer Agreement](#)



## Self-declaration form for a position requiring an enhanced check

On the following few pages, you'll find a self-declaration form that you can print and use.

This form is applicable for those working in Scotland.

This is not currently available as a Thirtyone:eight resource, but has been kindly shared by Volunteer Scotland, who can provide guidance and advice about any specific questions.

In Scotland, it is an organisation's decision as to whether this is put in place or not. Volunteer Scotland can advise you on when it's most appropriate to use one. Whether or not you choose to use one, and the reasons for this decision, should be clearly noted in a 'Recruiting with Convictions' Policy. Example of this can be found here: [Guidance and Resources - Volunteer Scotland](#) - scroll down on this webpage to find 'Recruiting with Convictions with Self Disclosure' and 'Recruiting with Convictions without Self Disclosure'.

## Self-Disclosure Form for Declaring Convictions – Scotland

The Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) (as amended).

The post that you have applied for requires a basic, standard or enhanced disclosure or is one where your normal duties include regulated work and requires a PVG disclosure in accordance with at least one of the following pieces of legislation:

- Rehabilitation of Offenders Act 1974 (as amended)
- Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended)
- Protection of Vulnerable Groups (Scotland) Act 2007 (as amended)
- Police Act 1997 (as amended)

You are therefore required to disclose certain convictions below but you should not tell us about any convictions which were gained before the age of 12. Having a criminal record will not necessarily be a bar to working or volunteering with us. We will consider any information disclosed fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974.

This guidance relates to recruitment in Scotland. If you are being recruited in England, Wales or Northern Ireland, you should refer to that country's guidance on what to disclose.

### **Data Protection Act 2018 and GDPR**

The information given in this form will be treated in strict confidence. When completed, the document contains sensitive personal data as defined by the Data Protection Act and GDPR which will be used only for the purpose it was requested and handled in accordance with the Act.

## Unspent Convictions

You must complete this section.

Do you have any unspent convictions?

If you have crossed yes, please provide details below.

Yes	
No	

All unspent convictions must be disclosed. Please provide details of any unspent convictions here:-

Date	Court	Offence	Disposal

## Spent Convictions

This section should only be completed following the guidance below, if you will be applying for a standard, enhanced or PVG disclosure but you should not tell us about any convictions which were gained before the age of 12. Do not complete this section if you are applying for a basic disclosure.

The 2020 amendment, as amended in 2022, order gives 2 lists of offences that may be disclosed for an extended period.

Convictions detailed in Appendix 3 should only be detailed if 15 years (if 18 or over at the time of conviction) or 7½ years (if under 18 at the time of Safer Recruitment

conviction) from the date of conviction have not passed, unless you received a custodial sentence exceeding 48 months in which case you must always disclose this information. Those in appendix 4 should only be disclosed above if they are unspent.

If you have any convictions for offences detailed in these lists which are now considered to be spent in normal circumstances, you should not disclose these on this form, however, please be aware that if you are applying for a Standard, Enhanced or PVG disclosure, this information can be released on your certificate for longer than the normal rehabilitation period (see Conviction Disclosure Guidelines in Appendix 2). Disclosure Scotland will notify you if you have any convictions which fall under this extended disclosure period as you can (if you wish) apply to have this information removed from your disclosure. Where such information is released, we will discuss this with you when we receive our copy of your disclosure. Please note that applying to have this information removed does not guarantee its removal, the final decision on this will be made by a Sheriff or using the review mechanism when it becomes available.

If you have any convictions detailed in Appendix 3 and the extended disclosure period has not passed, please provide the information here,

Date	Court	Offence	Disposal

## Conviction Disclosure Guidelines

Minor conviction	Conviction detailed in Appendix 3	Conviction detailed in Appendix 4	A custodial sentence of more than 48 months
Will be detailed for the rehabilitation period as detailed in Appendix 2 and Appendix 5. The conviction will not be detailed after it becomes spent.	Will be detailed for a minimum of 15 years (7½ years if under 18 at the time of conviction) and then, if spent, the individual can apply to have the information removed.	Will be detailed for a minimum of the rehabilitation period and then potentially for up to 15 (or 7½ years if under 18 at the time of conviction) from the date of conviction. After the initial rehabilitation period and if spent, the individual can apply to have the information removed. The conviction will not be detailed after this period.	Never spent

### Barred Lists

This section should only be completed if you will be applying for PVG disclosure or enhanced disclosure with list checks. Do not complete this section if you are applying for a basic, standard or enhanced disclosure without list checks.

I understand that my role involves regulated work and confirm that I am not barred from the relevant regulated work group(s).	
<b>Signed</b>	<b>Date:</b>

## Declaration

<p>I certify that the information contained in this form is true and complete to the best of my knowledge and belief. I understand that any false information or omission in the information I have given may lead to the immediate suspension or termination of my volunteering or employment with the organisation.</p> <p>I confirm that I have read and understood this declaration.</p>	
<b>Full name</b>	
<b>Address</b>	
<b>Signed</b>	
<b>Date</b>	

Full explanation and guidance notes are available [online](#). Applicants must be given access to these when asked to complete the above form.

## Safer Recruitment in Wales

The following pages contain useful information for those for those seeking to recruit safely in Wales.



## Useful Terminology:

**DBS checks** - criminal record checks used to help make safer recruitment decisions.

### **DBS Requirements:**

DBS stands for Disclosure and Barring Service. DBS checks are criminal record checks used to help make safer recruitment decisions for paid and voluntary roles. There are different levels of criminal records checks that may be required for working with children, young people or adults at risk of harm in Wales; the level of check is determined by the role. You could be asked to complete a basic, standard, enhanced or enhanced with barring check. The person responsible for safer recruitment in your organisation will work with the DBS and umbrella organisations like Thirtyone:eight to ensure that the right people are asked to undertake the right checks for the roles they have.

A Basic DBS Check only shows unspent cautions and convictions. There is no eligibility requirement for this, and individuals can apply for these themselves directly with the DBS as well as through their recruiting organisation. Basic checks are often used for roles that aren't eligible for an enhanced check but hold a level of trust and representation of an organisation, for example welcomers, administrators, and refreshment team members.

For Standard and Enhanced Checks, the organisation is legally responsible for ensuring the job is eligible. Standard DBS Checks are quite rare and not usually relevant in church and charity settings. If you are working directly with children, young people or adults at risk of harm, you are most likely to be asked to complete an Enhanced DBS Check, which might also involve a check of the 'barred list' – a list of those who are barred from applying to work with children and young people, adults at risk of harm, or both groups, because of the risk they pose.

If you have questions about DBS checks, please talk to the Lead Recruiter in your organisation - they will explain more or know where to source relevant information. These checks have their basis in law and form part of a larger safer recruitment process designed to create safer environments for those in our care.

For more details on criminal background checks in the UK and their differences, see [here](#).



## Practice models and templates:

### **A guide to recruiting well**

Social Care Wales have developed 'A Guide to Recruiting Well', which contextualises the safer recruitment for Wales. It's organised into three areas:

- 1) General information and guidance to inform the recruitment and selection process.
- 2) More detailed information about key features of a strong recruitment and selection process.
- 3) Practical templates and examples that you can adapt for your own organisation.

This guide is available [here](#).

### **Training, learning and development standards.**

In 2023, Wales launched their 'Training, learning and development standards' framework for safeguarding. These identify different groups and what safeguarding knowledge they should hold. This can help you with your role profiles and understanding what levels of checks and training you should provide in your safer recruitment processes.

Information of the six groups is available [Social Care Wales](#).

## Self-declaration form for a position requiring an enhanced check

On the following few pages, you'll find a self-declaration form that you can print and use.

This form is applicable for those working in England and Wales.

For our Thirtyone:eight members, this and a range of other forms and templates can be accessed on the [Resource Library](#). This specific form is available [here](#).

# Self-declaration form for a position requiring an enhanced Disclosure

## Strictly Confidential

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope.

 To:

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(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address:

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Position applied for:

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## Conviction history

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select 'Yes' below

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance\*.

**Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/ pending prosecution?**

Yes  No  (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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\*links can be found at [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links)

## Police investigation

**Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?**

Yes  No  (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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**To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?**

Yes  No  (please tick)

If yes, please provide details, we will need to discuss this with you.

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**Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?**

Please include any disciplinary action taken by an employer in relation to your behaviour with adults

Yes  No  (please tick)

If yes, please provide details, we will need to discuss this with you.

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 **Declaration**

**To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.**

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

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consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants – [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links). I understand how DBS will process my personal data and the options available to me for processing an application I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation I understand that failure to do Safer Recruitment

so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children OR I confirm that I am not barred from working with adults at risk

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.**

## Legalese – attached notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders / Model Equal Opportunities Policy

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules.

In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

The DBS Service Code of Practice and our own procedures are available on request for you to read It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

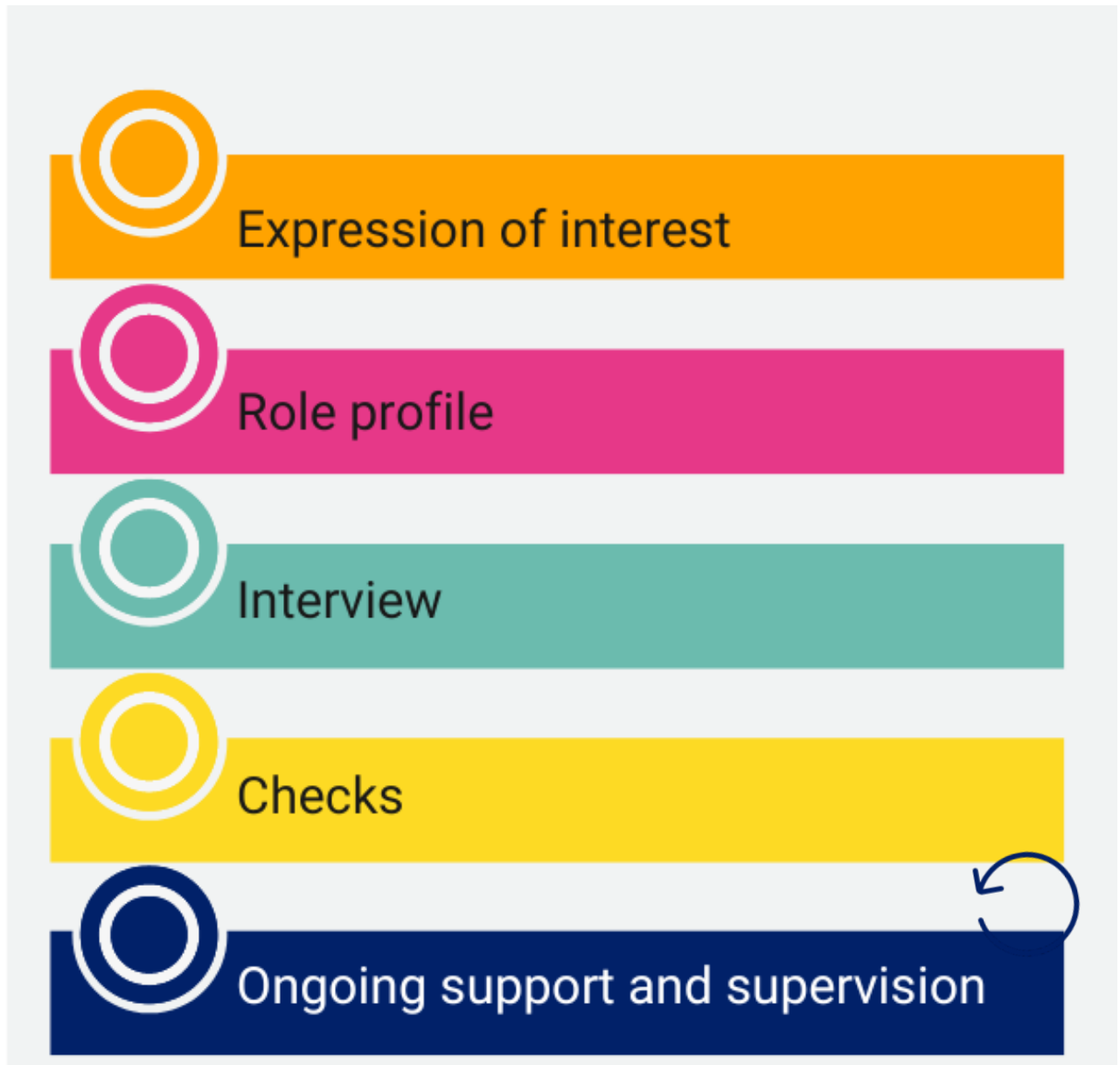
#### **Notes - Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check For applicants in Scotland and Northern Ireland, similar provisions apply

**DBS Eligibility from: [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links)**

## Appendix 1: The Safer Recruitment Checklist





## Appendix 2: Sample Expression of Interest / Application Forms

Every role requires an expression of interest to be made in writing as part of the safer recruitment process. However, the level of detail and formality will vary considerably depending on where the role falls along the spectrum of formality. Below are a couple of practical examples:

### Volunteer Expression of Interest Form (Informal Process)

Area of Interest / Role:	
--------------------------	--

Full name	
Address	
Contact Number	
Email	
Date of birth	

Please tell us about any relevant skills or experience you may have:

Times available- Please tick when you have time to volunteer:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Do you have any additional access or support needs? (YES / NO)

If yes, please specify:

### References:

Please give details of two people who will be able to offer a reference about your ability to act as a volunteer. If you are unsure of who to include in this section or have questions, please speak to a member of the staff team.

	Referee 1	Referee 2
Full name		
Address		
Contact Number		
Email		
Relationship to you		

## Medium-Level Process

For a medium level of formality, additions could be made to the informal expression of interest form to include more specific requirements, which will help with shortlisting. For example, relevant training and qualifications, volunteering and employment history, motivation for applying and role-related requirements such as a UK driving licence or food hygiene certificate. This is not an exhaustive list. The key difference from an informal process will be the addition of more detail to demonstrate an applicant's suitability for a *specific* role. The key differences from the more formal process will be in the tone and the level of detail required.

## Sample Application Form (Formal Process)

Position applied for:	
Title:	
Forename(s):	
Surname:	
Home address:	
Contact number:	Daytime: Evening:
Email address:	
Date of birth: (Applicants must be over the age of 18)	

**Employment History** (Please include details of paid and voluntary work, starting with current or most recent employer):

Organisation name:	Position held:	Dates (From mm/yy -To mm/yy):	Summary of key duties:	Reason for leaving:

## Education and Qualifications

Qualification Title:	Level / Result:	School / College /Institution Name:	Date Awarded:

**Relevant Training** (Please include details of any other training or CPD undertaken relevant to this role):

Name of course:	Duration:	Date completed: (MM/YY)

**Role Requirements:** (*\*examples, adapt as relevant to the role you are recruiting for*)

Do you have a full, clean UK driving licence? YES / NO

Do you have access to your own vehicle? YES / NO

Do you have a safe and suitable home-working environment? YES / NO

Are you available to work occasional weekends? YES / NO

Do you need a work permit to work in the UK? YES / NO

How did you hear about our organisation and what motivates you to join us?
Do you have any additional access or support needs? (YES / NO)
If yes, please give details:
Are there any dates when you are not available for interview? (YES / NO)
If yes, please give details:
Are you related to any members of our organisation? (YES / NO)
If yes, please give details:

**References:**

Please give details of two referees, one of which must be your current or most recent employer:

	Referee 1	Referee 2
Full name		
Address		
Contact Number		
Email		
Relationship to you		

**Supporting Statement:**

Please refer to the job description and person specification to tell us more about yourself and the skills and experience you would bring to this role:

## Appendix 3: Fair recruitment

Small adaptations to certain roles can make a significant difference to potential applicants:

*“I am happier because I now work from home and can control my lifelong medical condition in my own environment ...It has also given me more control over how I react to my condition and not worry about what other people are thinking or saying, and thinking I have to adapt to keep everyone happy at the expense of my health and life.”*

(Disabled person, 55 to 64, East Midlands, [UK Disability Survey Research Report](#))

Under the **Equality Act** of 2010 (not applicable in NI, where Disability Discrimination Act 1995 is still the most recent legislation) it is illegal to discriminate against anyone because of:

**Age, gender reassignment, marriage or civil partnership, pregnancy or maternity leave, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, sexual orientation.**

These are called ‘protected characteristics’.

Discrimination can come in any of the following forms:

- direct discrimination - treating someone with a protected characteristic less favourably than others
- indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage
- harassment - unwanted behaviour linked to a protected characteristic that violates someone’s dignity or creates an offensive environment for them
- victimisation - treating someone unfairly because they’ve complained about discrimination or harassment

Some forms of discrimination are allowed if they’re needed for the way the organisation works, for example:

Safer Recruitment

- a Roman Catholic school restricting applications for admission of pupils to Catholics only
- employing only women in a health centre for Muslim women

**Reasonable adjustments are changes an employer makes to remove or reduce a disadvantage related to someone's disability.** (definition from [acas.org.uk](http://acas.org.uk)). In Northern Ireland, you cannot claim 'discrimination arising from disability' or 'indirect discrimination' for disability, but 'failure to make reasonable adjustments' is illegal.

If you're disabled, you have the same rights as other workers. Employers should also make '**reasonable adjustments**' to help disabled employees and job applicants with:

- application forms, for example providing forms in Braille or audio formats
- aptitude tests, for example giving extra time to complete the tests
- interview arrangements, such as providing wheelchair access, communicator support
- making sure the workplace has the right facilities and equipment for disabled workers or someone offered a job

You can do something voluntarily to help people with a protected characteristic. This is called 'positive action'.

Taking positive action is legal if people with a protected characteristic:

- are at a disadvantage
- have particular needs
- are under-represented in an activity or type of work

Examples of positive action: a foodbank providing a course of English classes for those with English as an additional language ahead of a recruitment drive, an organisation where women are underrepresented in senior leadership positions providing a leadership training scheme for women, a church hiring someone in their 70s over an equally qualified person in their 40s because the first age group is underrepresented.

### **Perceived or actual barrier:**

When writing role profiles and throughout the recruitment process, consider with your team whether a certain ability or attribute is necessary for a particular role, or is it just the way it has always been and therefore what we've come to expect? Are there reasonable adjustments that could be made to enable someone with a disability to access a role that currently has barriers for them? Are there things we can do at this stage to make the recruitment process accessible to all (how will people express interest, access the role profile, arrange an interview, etc.)? Are there creative ways we can remove or overcome barriers to enable our organisation to become richer and more diverse?

When is it discrimination and when isn't it?

Here's an example; a disabled applicant is refused an administrative role due to an inability to type because of arthritis. A non-disabled person who was unable to type would also have been turned down. There is no direct discrimination, because the comparator for direct discrimination is a person who does not have arthritis, but who is also unable to type. But, if the applicant was blind and proficient in adaptive technology, they could do the role with a reasonable adjustment, therefore they shouldn't be denied the role.

Useful information and tips for inclusive recruitment of staff and volunteers can be found in the [Signposting](#) section.



## Appendix 4: Value Based Interview Questions

Value based interview questions enable a recruiter to find out more about the values and professional standards of an applicant to ensure they will be a suitable person to fulfil their role. Will they support the safe, healthy culture that your organisation is striving for? Do they understand your core beliefs and commitments? Value-based interview questions allow people to demonstrate how and why they make various choices, their responses to different groups and key qualities such as empathy, trustworthiness and teamwork.

If you are preparing to interview candidates for any role on the spectrum of formality, consider the qualities and values you would like the person in the role to have and include questions that would give you insight into this.

For further explanation of value-based interview questions and practical examples, here is a useful resource from an organisation called 'Thomas':

[Value-Based Interview Questions Resource](#)

## Appendix 5: More on Criminal Record Checks

In all 4 nations, there are certain activities that are recognised in legislation as particularly vulnerable to abuse and, therefore, needing the highest level of protection. This is called ‘**regulated activity**’ and there is a legal duty to check that the people who engage in these activities with vulnerable groups are not barred from doing so because of the risk that they pose. There is a barred list for children and a barred list for adults. If someone is undertaking regulated activity, a check of the relevant barred list will be part of the criminal record check.

It is common for many charities, churches and faith organisations to have staff and volunteers undertaking regulated activity. The definitions of regulated activity vary slightly between UK nations and can be quite complex so always check with your umbrella body or disclosure provider before applying for this highest level of check. Even if someone is not in regulated activity, they may still need a check so seek clarification for each role.

Employers must satisfy themselves that a person is not barred before allowing the person to start work in “regulated activity”. It is an offence for both the employee and employer to knowingly engage in work with a vulnerable group if the applicant is barred from doing so. It is against the law for people on the barred list to even apply for these roles, that is another reason why clarity in the recruitment process is vital.

The laws that cover regulated activity and barred persons for each nation are:

- **Scotland** – Protecting Vulnerable Groups Act 2007
- **Northern Ireland** – Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- **England and Wales** - Safeguarding Vulnerable Groups Act 2006.

Any organisation that wishes to carry out criminal record checks should have a **policy on employing ex-offenders** that is publicly available, so any applicant who is interested is able to view it. Including this document alongside any application form and role profile is good practice.

We must ensure that a person’s offending background is not used against them, that we don’t ask for more information than we are entitled to know, and we don’t discriminate based on information that is not relevant to the role

in question. Many sample 'Recruitment of Ex-Offenders' policies are available online, see [Signposting](#).

Many convictions and cautions will not be relevant to the role a person is applying for. If a criminal record check comes back with potentially relevant information on it, a **risk assessment** should be undertaken alongside your safeguarding lead. If you are a church that is part of a larger denomination or a charity belonging to a network, this may be done by a regional safeguarding lead.

The risk assessment will consider things like: the nature, seriousness and relevance of the offence, how long ago it occurred, if it was a one-off or part of a history, the circumstances of it being committed (were they young and immature or something they did out desperation, e.g. stole food to feed their family as they had no other means), changes in an applicant's personal circumstances – the applicant is no longer in contact with the people/persons that facilitated criminal behaviour, country of conviction – what may be illegal in one country is legal in the UK, e.g. selling and drinking alcohol in Saudi Arabia is illegal, decriminalisation – a person may have been convicted of something that is no longer illegal, e.g. prostitution is no longer illegal in Scotland and Northern Ireland (certain aspects are legal in England), homosexuality is no longer a crime in the UK.

## Appendix 6: A note on modern slavery

Slavery is how we describe any situation where people are held in compelled work or service. It can take many forms and relate to many activities, but it is important to recognise that it can and does happen in the UK.

This training on Safer Recruitment equips you with the knowledge of what work or service *should* look like within the UK. This has the incidental effect of equipping you with the knowledge of when things *aren't* right and may need referring on to statutory agencies. You might have a service user at your foodbank who works unusually long hours, can't explain their role, and doesn't have a mobile phone you can reach them on.

These are just some signs of domestic servitude – one of several forms of modern slavery.

Other forms of slavery can include labour exploitation, sexual exploitation, forced marriage, criminal exploitation, and child exploitation.

It's estimated that:

- Around 10,000 people in the UK are in modern slavery (according to the UK Government)
- More than 100,000 people in the UK are in modern slavery (according to slavery experts) [[Facts & figures - Unseen \(unseenuk.org\)](https://www.unseenuk.org/)]

If you're concerned someone you know may be a victim of modern slavery, you can call;

- the police on 101
- the UK Modern Slavery Helpline on 08000 121 700
- or the independent charity Crimestoppers anonymously on 0800 555 111.

## Appendix 7: Declaration of suitability

Only to be used by applicants to roles not eligible for an Enhanced Disclosure check.

### **N.B. This declaration can be used in all four nations of the United Kingdom.**

There are certain roles in a variety of settings working with vulnerable groups where an Enhanced Disclosure Check is not possible, but it might be desirable/necessary for the person to support the expectations of the church/organisation. This document can be processed by the person responsible for making the recruitment decision. Whilst not mandatory, there are some roles in a church/organisation where it is important to know that the person who has a level of responsibility and/or is regarded as being in a position of trust is suitable and supports the expectations of the organisation in relation to safe conduct.

This form needs to be used with care and should not be used as a 'phishing' exercise.

If the applicant is eligible for an Enhanced Disclosure Check, this form must not be used. Please speak to your Lead recruiter/Safeguarding Coordinator for clarification.

### STRICTLY CONFIDENTIAL

As an organisation, we undertake to meet the requirements of the General Data Protection Regulations which became effective on May 25th 2018, and all other relevant legislation, and comply with the expectations of the Information Commissioners Office relating to the privacy and management of data about individuals.

You are asked to complete this form, and return it, to the Lead Recruiter/counter-signatory detailed below, in a separate sealed envelope.

To: \_\_\_\_\_

(Name of Recruiter/responsible person in place of worship/organisation requesting the Basic Disclosure Check)

Address:

\_\_\_\_\_

---

Position/Role applied for:

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The expectations of this role are that you; have no relevant unspent convictions, are not currently the subject of any criminal investigation or pending prosecution, and that there is no cause for concern regarding your conduct with children, young people or adults at risk in the context in the role for which you are applying.

It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the relevant person in the organisation. You should also be in agreement with any Code of Conduct applied to your role and agree to abide by it. If you have any concerns regarding your suitability for the post that you have applied for, you should discuss this with an appropriate person and NOT sign this form

Declaration

I (full name),

---

of (address)

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---

Understand the expectations of this church/organisation (as detailed above), agree to uphold them and will inform the relevant person if this situation changes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 8: Retrospective measures?

One frequently asked question is whether these five Safer Recruitment measures (expression of interest, role profile, interview, checks, and ongoing support and supervision) can and/or should be applied to people already in the role.

Many new Safeguarding Leads and Lead Recruiters/Lead counter-signatory find they are working with people who have been in role far longer than the Safer Recruitment practices have been in place.

The following is the advice given by our Safeguarding Helpline to those in this situation:

- 1) Write and put a firm Safer Recruitment Policy in place immediately.
- 2) If it is already in place and they have not followed elements of their policy, they should do so even if the person is in post. This is because if they have not followed policy, it could have implications if a safeguarding concern was raised and could ultimately void their insurance and cause reputational risk to the charity that should be reported to the Charity regulator.
- 3) If there was no policy then we advise them to ensure, at the very least, an application, self-declaration and criminal record check have/were completed and that a role description is in place. Our reasoning for this is that it seems unreasonable to apply for references if the individual has been in post for several months. However, if it's a matter of weeks, we would advise that it is done because they will still be in a 'probation' period, and it can reasonably be addressed if the references are poor. They must explain to the individual what they are doing (they would have to ask them to provide referees anyway).
- 4) We encourage organisations to take the recruitment of volunteers as seriously as employed workers, in that they should be supporting them, providing a 'line manager' or experienced worker, getting feedback about how they are doing (from others) and how they feel it's going, having a period of 'probation' etc. and offering pastoral care.

## Appendix 9: Models of supervision

**Note: In this section, we are not considering ‘supervision’ as defined by criminal record checks, i.e., that the worker has another worker with them when supporting groups or individuals at risk of harm.**

‘Supervision’ is a concept that’s much more well known in the fields of social work and medicine, but it’s also an essential element of creating safer places in faith communities, churches and charities.

The following structures and concepts are adapted from Social Care Institute for Excellence’s (SCIE) guide on ‘Effective supervision in a variety of settings’, which can be found [here](#).

All four-UK-nations state that supervision should happen on ‘a regular basis’, or in some areas, every 2 weeks for the first year and then every month after that (read more here for [England](#), [Northern Ireland](#), [Scotland](#) and [Wales](#)). The frequency and duration will depend where the role sits on the spectrum of formality, what the role involves and how many hours the role is done for.

Research suggests that good one-to-one supervision:

- Occurs regularly in a safe environment,
- Is based on a respectful relationship,
- Is a process that is understood and valued and is embedded in the organisation’s culture.

Supervision can be based on **emotional support, task assistance**, or a mixture of both.

**Emotional support / Pastoral supervision** recognises that the employee/volunteer is a whole person, that their role and life outside their role interact with and have an impact on each other. A focus on emotional health can prevent burnout and ensures the organisation is taking care of the safety and wellbeing of its people. Pastoral supervision, or the pastoral elements of a wider supervision meeting, don’t need to be recorded and can be confidential (with the usual safeguarding limits on this).

In **emotional support** supervision, you might ask questions such as: How do you feel about your role? What are your frustrations?

**Role specific / task assistance supervision** is focused on reflecting on how the ‘work’ is going. It may look to develop skills, confidence and competence. It

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could involve setting and reviewing objectives, discussing a live issue that the supervisee is working on and has questions about. It could allow space and time for updating and debriefing with a line manager. If you are working towards a longer-term goal, it is helpful in this task-based supervision to identify 'checkpoints' to make sure the person in role is staying on track. **Importantly, this provides the opportunity for problematic attitudes and behaviours to be address while they are still low-level concerns.** These meetings should be supplemented by a written record and the supervisee needs a copy of meeting notes and objective agreements.

In **task assistance** supervision, you might ask questions such as: What do you think you can accomplish this month? What can you do today that will make the most difference.

# Appendix 10: Code of Conduct

## **[Name of group / organisation] behaviour code for working with children, young people and adults at risk of harm**

### **Purpose**

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

### **The role of workers (staff and volunteers)**

When working with children and young people or adults at risk of harm, you are acting in a position of trust for [name of group/organisation]. You will be seen as a role model and must act appropriately.

### **Good practice**

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

### **Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way

- Passing on your personal and/or social media contact details and any contact that breaches [name of group/organisation] social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

### **Breaching the Code of Conduct**

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave [name of group/organisation]. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

### **Declaration**

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

## Appendix 11: Overlapping Roles and Responsibilities

**A role profile is sometimes overlooked for people who are already serving in other ways for the same organisation. So, clarity can be particularly helpful in the following situations.**

- 1) For those already serving in another role within the organisation:

Suitability for one role within an organisation doesn't automatically mean suitability for every role, and there are practical considerations as well. Does the person have enough time / capacity to fulfil both roles? Will there be rota clashes? Are there any conflicts of interest between the roles or power balances to consider? Will the person need to undertake an additional criminal record check, training etc?

- 2) When an individual has professional experience:

This can be a wonderful asset for voluntary roles, but the procedures and limits of a role within a church or charity may be different from the person's professional employment and so clarity is important. Each safer recruitment process is unique to that role, so it's never enough to assume the checks done in this person's professional life are sufficient or transferable to the work they're hoping to do with your organisation.

- 3) When one person holding multiple roles are against your policy and/or best practice advice.

Is there anything in your safeguarding policy or another related policy that prevents a person from taking on this extra role? For example, some churches specify that their lead pastor / minister cannot take on the role of safeguarding lead as there needs to be a level of independence in safeguarding, and the balance of power would not be right.

- 4) When existing partnership can make safer recruitment processes unclear.

Many churches, charities and faith-based organisations work within or alongside other groups – for example, a foodbank that runs from a church building and the majority of volunteers are church members, but it is affiliated to a food bank organisation. For partnership arrangements like this, ensure you understand who holds the responsibility for safer recruitment.

5) When family/friend relationships exist.

In many churches and community organisations, a safer recruitment process can be made more complex through a crossover of family / friend relationships e.g., if minister's husband volunteers to take on the role of safeguarding lead or the lead youth worker's adult daughter volunteers to help with youth work. Consider how to make such processes as safe, fair, accountable, and transparent as possible. In the first example, perhaps recruiting a deputy safeguarding lead at the same time would be a good idea. For both examples, involving other people in the recruitment process, thinking through lines of accountability etc are important things to consider.

6) When the recruit isn't yet legally an adult.

If under 18s wish to serve in your organisation, think about what support and supervision they will need. For example, a 14-year-old may want to help in a toddler group. This is wonderful and can be encouraged, but be mindful that they cannot take the place of an adult helper as a full safer recruitment process wouldn't be possible or appropriate. They can't be counted in the ratio of adults to children, undertake a criminal records or complete necessary safeguarding training as some of the content won't be suitable. They won't be able to take on all the activities that an adult helper would – helping with personal care etc. Codes of conduct need to be clear and a separate role profile for a young helpers would be useful. Young helpers need to be supervised at all times and they need to be told, in an age-appropriate way, how to identify safeguarding concerns and who to tell if they are worried about a child. Adult workers in the same area need to be told how to support and supervise young volunteers and codes of conduct / role profiles should reflect this.

# Signposting to other useful organisations and resources

Please note: These links are accurate at the time of course preparation. Thirtyone:eight don't recommend organisations, but you may find these links useful when looking for support and guidance.

## Templates and forms:

[Guide to Interview Scoring Sheets \(With Template and Sample Downloads\) \(indeed.com\)](#)

[Template risk assessment following Criminal Record Check, Barnados \[online\]](#)

[Sample policy on the recruitment of ex-offenders - GOV.UK \(www.gov.uk\)](#)

[Sample policy on recruitment of ex-offenders | nidirect](#)

## Further learning resources:

The Complete Volunteer Management Handbook, 2019, [book], by Rob Jackson, Mike Locke, Dr Eddy Hogg, Rick Lynch

[Dealing with unconscious bias: Improving equality, diversity and inclusion in your workplace](#)

## Legislation and guidance:

[Disability Code of Practice Employment and Occupation, from the Equality Commission for Northern Ireland](#)

[Government guide to criminal record checks for overseas applicants, including British citizens who have spent 'substantial time overseas](#)

[How To Obtain An Overseas Criminal Record Check May 2018.pdf](#)

[npsa.gov.uk](https://npsa.gov.uk)

[What employers can say in a reference: Providing a job reference - Acas Reference request letter template | Acas](#)

## **Organisations with specialist knowledge**

[Acas: Employment Advice](#) [Acas – Experts on employment law. Not applicable to Northern Ireland, see NICVA alternative below]

[NCVO](#) [website] - membership community for charities, voluntary organisations and community groups in England

[NICVA](#) [website] - Northern Ireland Council for Voluntary Action, membership and representative umbrella body for the voluntary and community sector in Northern Ireland

[Volunteer Scotland](#) [website] – national centre for volunteering

[Unseen](#) [website] – modern slavery in the UK

[WCVA](#) [website] - national membership body for voluntary organisations in Wales

## **Fair Recruitment information**

[Inclusion Top Tips \(volunteerscotland.net\)](#) [website] - Top Tips for recruiting and supporting disabled volunteers

Diversifying your Volunteers [toolkit] (Wales) [Diversifying-your-Volunteers-Toolkit-WGVS-English-2021.pdf \(nptcvs.wales\)](#)

Recruiting Fairly [article] (Northern Ireland). [ECNI - Recruiting fairly: open, inclusive, fair to all potential applicants \(equalityni.org\)](#)

[Equity, diversity and inclusion | NCVO](#) (England) Guidance on a variety of areas around inclusion, disability and recruitment

## Links commonly used throughout the webinar

Please note: As above, these links are accurate at the time of course preparation. Thirtyone:eight don't recommend organisations, but you may find these links useful when looking for support and guidance.

These are shared in the order they're likely to be mentioned during our webinar. Some of these are also included in our signposting section.

### **NCVO (National Council for Voluntary Organisations):**

[NCVO | NCVO](#)

### **Lived experience voice – Larry Nassar case:**

[The 156 women who confronted a predator](#)

### **Lived experience voice – disability:**

[UK GOV Disability Survey Report](#)

### **Lived experience voice – abuse of position of trust:**

<https://www.policeconduct.gov.uk/learning-lessons-40-abuse-position-sexual-purpose-aps#case-5>

### **Helpful overview of Equality Act 2010\*:**

[What is the Equality Act? | Equality and Human Rights Commission \(equalityhumanrights.com\)](#)

\*Not applicable to NI, Equal Opportunity laws in Northern Ireland are informed by several different pieces of legislation. You can find details on specifics aspects of this law here: [ECNI - The Law, Equality Legislation, Equality Commission, Northern Ireland \(equalityni.org\)](#)



**Recruiting and supporting disabled volunteers (Scotland):**

[Inclusion top tips](#)

**Diversifying your Volunteers [toolkit] (Wales):**

[Diversifying-your-Volunteers-Toolkit-WGVS-English-2021.pdf \(nptcvs.wales\)](#)

**Recruiting Fairly [article] (Northern Ireland):**

[Recruiting fairly: open, inclusive, fair to all potential applicants](#)

**Equity, diversity and inclusion (England):**

[Equity, diversity and inclusion | NCVO](#)

**Guide to scoring interviews:**

[Guide to Interview Scoring Sheets](#)

**Criminal Records Check – (AccessNI):**

<https://www.nidirect.gov.uk/information-and-services/accessni-criminal-record-checks/apply-accessni-check>

**Criminal Records Check (DBS - England and Wales):**

<https://www.gov.uk/government/collections/dbs-eligibility-guidance>

**Criminal Records Check (Disclosure Scotland):**

<https://www.mygov.scot/organisations/disclosure-scotland>

**Overseas Criminal Record check:**

Safer Recruitment

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

**OSCR Cross-border guidance:**

[OSCR | Cross-border charity regulation in Scotland](#)

**Reference request template:**

<https://www.acas.org.uk/reference-request-letter-template>

**Safeguarding Wales:**

[Safeguarding Wales](#)

**ACAS (Advisory, Conciliatory and Arbitration Service):**

[Acas | Making working life better for everyone in Britain](#)

**Right to work checklist:**

<https://www.gov.uk/government/publications/right-to-work-checklist>

**Right to work – volunteers from overseas:**

<https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/recruiting-and-welcoming-volunteers/volunteers-from-overseas/#/>

**Effective supervision in a variety of settings:**

<https://www.scie.org.uk/publications/guides/guide50/files/guide50.pdf>