



**St Stephen's and St Wulstan's**  
knowing Jesus + making Jesus known

# Safer Recruitment Procedures

Version Control:

<b>Version no.</b>	<b>Drafted</b>	<b>Adopted</b>
2023.1	February 2023	28 <sup>th</sup> March 2023
2024.1	February 2024	19 <sup>th</sup> March 2024
2025.1	March 2025	25 <sup>th</sup> March 2025
2026.1	March 2026	24 <sup>th</sup> March 2026

This procedure was adopted by St Stephen's and St Wulstan's PCC at their meeting held on 24<sup>th</sup> March 2026.

The PCC recognise the importance of recruiting staff and volunteers safely. The reality is that many people who have abused or will abuse in positions of trust do not have a criminal record.

***“The danger is that too much reliance will be placed on CRB [DBS] checks... There is a concern that many abusers do not have convictions and that no intelligence is held about them. Therefore, the selection and recruitment process if properly conducted, is an important, indeed essential, safeguard.”***

*The Bichard Inquiry Report 2004*

The PCC agree to follow all guidance given in the Church of England's *Safer Recruitment and People Management Guidance* published 11th March 2022.

Additionally, the PCC take note of the guidance's helpful caution:

**“[We] must not elevate the desire to undertake an activity above the need to do that activity safely.”**

This procedure sets out the specifics of how we aim to implement the guidance in our church.

We will organise safer recruitment through our Ministry Teams, Ministry Leaders and Oversight Structure.

**Ministry Leaders** will generally be the “**responsible person**” for recruiting those in their teams safely. This means that Ministry Leaders will need to undertake Safer Recruitment and People Management training.

## Safer Recruiting Levels

To streamline our processes, we will organise volunteering roles into three levels:

### Safer Recruitment Level 1 (SRL1)

These roles involve substantial contact<sup>1</sup> with children, young people or vulnerable adults<sup>2</sup>, therefore the Church of England's *Safer Recruitment and People Management Guidance* published 11th March 2022 applies.

Furthermore, SRL1 roles are eligible<sup>3</sup> for an Enhanced DBS check (and may also involve regulated activity and therefore include a barred list check).

The full procedure is outlined in our SRL1 flow chart.

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<sup>1</sup> We will determine “substantial contact” using the “Shopkeeper test”. Put simply, will the role involve greater contact with children, young people or vulnerable adults than might be reasonably expected for a shopkeeper?

<sup>2</sup> “Vulnerable adult” will be defined as in the *Safeguarding and Clergy Discipline Measure 2016* as “a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired”.

<sup>3</sup> We will use 31:8 guidance to determine whether a role is eligible for an Enhanced DBS check, and whether this should include a barred list check.

## Safer Recruitment Level 2 (SRL2)

These roles involve substantial contact with children, young people or vulnerable adults, therefore the Church of England's *Safer Recruitment and People Management Guidance* published 11th March 2022 applies.

SRL2 roles are NOT eligible for an Enhanced DBS check.

The full procedure is outlined in our SRL2 flow chart.

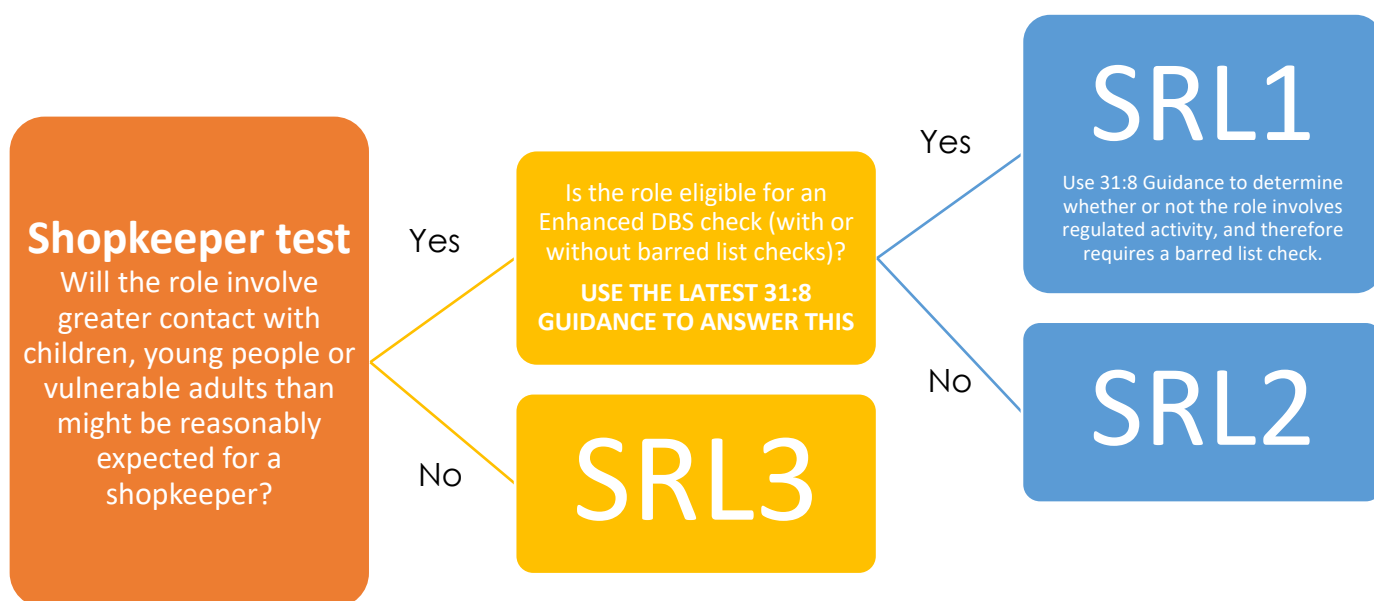
## Safer Recruitment Level 3 (SRL3)

These roles do NOT involve substantial contact with children, young people or vulnerable adults, therefore the Church of England's *Safer Recruitment and People Management Guidance* published 11th March 2022 does NOT apply. However, we will continue to use the guidance in a proportional way.

The Church of England requires all volunteers to complete the Church of England's *Basic Safeguarding Awareness* training, and to renew this every three years. Therefore, this requirement is maintained in SRL3.

The full procedure is outlined in our SRL3 flow chart.

## Determining which SRL a role fits into



## Moving between roles

Often someone can be appointed to one role within church but, over time the role changes. There is an important difference between being appointed to a new role and drifting into it. Ministry leaders have a responsibility to recognise when team members have changed roles, either deliberately or through "drifting", and take appropriate action.

## Moving between roles at the same SRL

A volunteer who has already been safely recruited may move between/join a ministry team working at the same or lower SRL without undergoing the full process again.

For example, someone who has been safely recruited at SRL1 may move to a different role that is considered SRL1. Equally, someone who has been safely recruited to SRL2 could move to an SRL3 role.

However, they **must** be provided with the information and support that they need to do the role. This means that they should be given a role description, leadership agreement and induction for the new role.

**Important note to clarify:** Some people will be active in roles having been recruited to them before these procedures were fully adopted. There is no need for them to be “re-recruited” to the same role. However, if they begin a new role, they should be safely recruited for that new role at the level relevant to the new role.

### **Moving to a role with a higher SRL**

A volunteer who has already been safely recruited may move between/join a ministry team working at a higher SRL but **must** undergo the **full** safer recruitment process for that level.