



# The Methodist Church

Lincolnshire District

Serving locally, connecting the county

## District Safer Recruitment Policy

### Summary of Policy – September 2019

The full guidance is available on the District website and from Church and Circuit Safeguarding Officers

All safeguarding policies should be read alongside [Safeguarding Policy, Procedures and Guidance for the Methodist Church \(2019\)](#);

It is now the policy to recruit to most roles within the life of the church, circuit and District;

Circuit Administrators if they are in place have a key role;

It is for the appropriate CLT's to decide which roles do not need to be recruited to and minute this;

The **APPOINTER** oversees the process – role outline in the full Policy;

Roles have to be advertised – church newsletters, flyers, notices etc;

Early discussions should take place with interested people;

Interviews must be held, however informally, and notes taken;

DBS is required for some roles – examples in the full Policy;

The **SAFEGUARDER** confirms the final decision – role outline in the full Policy;

In a church, there are 3 safeguarders – church council secretary, steward and church safeguarding officer –two of these can approve suitability for a role;

In a Circuit, the safeguarder is the Circuit Safeguarding Officer;

At District level, the safeguarder is the District Safeguarding Officer

Appointing young people under 18 is allowed but needs careful consideration;

Once in post people need supporting in that role and must do any required training;

It is not necessary to recruit to a role every year unless the role becomes vacant;

For those already in post, there is no need to do anything until that role becomes vacant and then the safer Recruitment Policy should be followed for the next person in that role;

DBS's can be portable – see conditions in the full Policy;

Keep a file on each role so there is a paper trail of the appointment;

There is a tool kit of template forms on the District website to support each stage of the process which is currently under review but use in the meantime;

If anyone refuses to comply with Safer Recruitment processes – see District Safeguarding Policy