**Safer Recruitment & People Management Assessment Tool**

This tool is designed to help you:

* understand your current safer recruitment and people management practices and procedures.
* identify areas that might need some action to ensure you are meeting the Safer Recruitment & People Management (SRPM) Guidance Requirements.

Each activity listed below corresponds to the relevant section detailed in the SRPM Guidance Requirements. By completing each of these activities, you will be complying with those sections of the guidance. ***Click the Blue “E-manual” text to take you to the relevant section of the guidance if you need further help with any specific activity or need to access any templates.***

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| Activity | Status | Action required and progress | Deadline and responsible person |
| **Introduction: scope of the Guidance** |  |  |  |
| Are you clear about which roles in your setting the Safer Recruitment & People Management Guidance applies to? [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/scope-safer) |  |  |  |
| **1. Responsibilities** |  |  |  |
| 1.1 Is there always a responsible person identified for every role that needs to be safely recruited? [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-1) |  |  |  |
| 1.2 Is everyone who is involved in the safer recruitment process up to date with their Church of England SRPM Training? |  |  |  |
| 1.3 Is everyone who has ongoing responsibility for those roles up to date with their SRPM training also? |  |  |  |
| **2. Role Descriptions and Person Specifications** |  |  |  |
| 2.1 Do you have a role description/person specification for every role that needs to be safely recruited??  [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-2-role) ***-*** *Toolkit includes Volunteer Role Description and*  *Person Specification templates* |  |  |  |
| 2.2 Does it describe what the role does, and the sort of person needed for the role?  Depending on the role, this might only be a few bullet points. |  |  |  |
| 2.3 Does it outline your Body’s commitment to safeguarding children, young people and vulnerable adults? |  |  |  |
| 2.4 Are roles assessed to establish the appropriate level of DBS check and is this recorded on the role description/person specification? |  |  |  |
| **3. Advertising a Role** |  |  |  |
| 3.1 Do your adverts/notices for roles working with children, young people and/or vulnerable adults include or provide access to the Body’s safeguarding statement? [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-3) |  |  |  |
| 3.2 Are the essential requirements needed for someone to fulfil a role highlighted in your adverts/notices? |  |  |  |
| 3.3 Do adverts/notices tell people who might apply about the required checks, including references and the appropriate level of DBS? |  |  |  |
| 3.4 Where relevant, do adverts/notices include statements in relation to “regulated activity”? |  |  |  |
| **4. Application process** |  |  |  |
| 4.1 Do you use a standard application form that uses plain language and asks for all relevant information?  [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-4) *- Toolkit includes Application Form for Volunteers*  *template* |  |  |  |
| 4.2 Do you send applicants, or give them access to, information about the Body’s commitment to safeguarding children, young people and vulnerable adults as well as other relevant policies? |  |  |  |
| 4.3 Do applicants receive a copy of the role description/person specification, details of how they will be selected and a relevant privacy notice? |  |  |  |
| 4.4 Do applicants receive information on the level of DBS check required as part of the application pack? |  |  |  |
| **5. Confidential Declaration** |  |  |  |
| 5.1 If an enhanced (with/without barred list) DBS check is required for a role, are you asking applicants to complete the Church of England Confidential Declaration form? [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-5) |  |  |  |
| **6. Shortlisting** |  |  |  |
| 6.1 Are at least two people involved in shortlisting applications?  Is one of them the responsible person identified for recruitment into the role? [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-6) |  |  |  |
| 6.2 Is at least one of the shortlisting panel up to date on their Church of England SRPM training? |  |  |  |
| 6.3 Do shortlisting panels review the role description/person specification, together with the application, for each applicant? |  |  |  |
| 6.4 Are application forms properly scrutinised and any gaps or inconsistencies identified? |  |  |  |
| **7. Interviews and assessment** |  |  |  |
| 7.1 Are interviews (this might be a meeting or a chat) carried out face to face (including virtually if needed due to COVID) and by at least 2 people?  [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-7) *– Toolkit includes example interview questions* |  |  |  |
| 7. Is at least one of the interviewing panel up to date on their Church of England SRPM training? |  |  |  |
| 7.3 Are interviews structured so that the same information is asked of each candidate – even where a more informal approach might be taken with volunteers? |  |  |  |
| 7.4 Do you include questions that explore candidate’s attitudes and values towards safeguarding and promoting the welfare of children, young people and vulnerable adults? |  |  |  |
| 7.5 Are any gaps or inconsistencies that have been identified at the shortlisting stage addressed during the interview? |  |  |  |
| **8. Pre-appointment checks** |  |  |  |
| 8.1 Do you carry out all appropriate checks including proof of identity, right to work (employees) and qualifications (if relevant) on candidates?  [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-8-pre)*– Toolkit includes template Reference Request Form*  *for Volunteer Positions* |  |  |  |
| 8.2 Do you view only original documents? |  |  |  |
| 8.3 Do you request all relevant references? |  |  |  |
| 8.4 Do you check for gaps and any inconsistencies between information given on the application form or during the interview process and information provided by the references? |  |  |  |
| 8.5 Do you telephone to verify the references received and clarify any information provided? |  |  |  |
| **9. Disclosure and Barring Service** |  |  |  |
| 9.1 If a candidate is successful at interview, do you ensure the appropriate level of DBS check is applied for/Update Service is accessed?  [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-9) *- Toolkit includes DBS Role Eligibility Guidance* |  |  |  |
| **10. Criminal Records** |  |  |  |
| 10.1 If concerns arise from a Confidential Declaration Form or DBS certificate, do you have a process for seeking advice and support from the relevant members of the Safeguarding or HR team?  [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-10) *- Toolkit includes a DBS Risk Assessment Form*  *template and flowchart for dealing with criminal records* |  |  |  |
| **11. Appointment** |  |  |  |
| 11.1 Are all appointments made subject to the completion of satisfactory pre-appointment checks?  [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-11)*– Toolkit includes Volunteer appointment letter*  *template* |  |  |  |
| 11.2 Do you make sure that people do not start in their role until all the checks are satisfactorily completed? |  |  |  |
| 11.3 Are all individuals provided with an employment contract or volunteer agreement? |  |  |  |
| 11.4 Are individuals given access to the relevant documentation or written statements and required to sign to confirm they have read, understood and agree to them? |  |  |  |
| **12. Induction** |  |  |  |
| 12.1 Have you got an appropriate induction process in place for each role?  [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-12) *- Toolkit includes Induction Checklist and The*  *CofE Code of Safer Working Practice* |  |  |  |
| 12.2 Does the induction include all mandatory safeguarding training relevant to the role? |  |  |  |
| 12.3 Does the induction include information about your Body’s safeguarding policies and procedures, including who to report concerns to? |  |  |  |
| 12.4 Does the induction programme highlight safeguarding responsibilities and set clear expectations for the role? |  |  |  |
| 12.5 Does the induction outline arrangements for ongoing support? |  |  |  |
| 12.6 Does the induction include one to one meeting(s) with the person who has ongoing responsibility for supporting the individual? |  |  |  |
| **13. Probation/Settling in Period** |  |  |  |
| 13.1 Are all employment appointments made subject to a probationary period? [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-13) |  |  |  |
| 13.2 Do volunteers have a ‘settling in’ period? |  |  |  |
| 13.3 Does everyone receive relevant induction, safeguarding training (Basic & Foundation) and one to one meetings during this period? |  |  |  |
| 13.4 Is the individual directly observed at appropriate times, during this period? |  |  |  |
| **14. Ongoing Support, Accountability, Oversight and Supervision** |  |  |  |
| 14.1 Are regular one-to-one or supervision meetings with individuals carried out?  [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-14) *- Toolkit includes Volunteer support meeting agenda*  *template* |  |  |  |
| 14.2 Do you have clear policies and procedures in place which explain what individuals should do if they have concerns about the behaviour of another team member or others within your body? |  |  |  |
| 14.3 Do you respond quickly and appropriately to any allegations? |  |  |  |
| **15. Learning and Development** |  |  |  |
| 15.1 Is all mandatory safeguarding training kept up to date and refreshers monitored? [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-15) |  |  |  |
| **16. Record Keeping** |  |  |  |
| 16.1 Do you keep full records for everyone working with children, young people and/or vulnerable adults?  [***E-manual***](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-16)*– Toolkit includes a model record keeping template* |  |  |  |