



Safer Recruitment Policy

CACS will undertake to safely recruit everyone working with children and vulnerable adults. This will include following a process as follows:

Pre-recruitment preparation:

- Job/role Description and person specification
- Application/Registration – or ‘personal details form’
- Advertising or making the vacancy or position known
- Interview
- Safeguarding Self Declaration

Appointment conditional upon:

- Uptake of satisfactory references
- Criminal Record Disclosures (DBS, PVG Scheme, Access NI, Overseas)

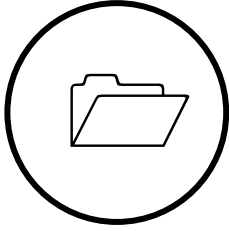
In order to undertake Criminal Record Disclosures, we will ensure that:

- Identity verification
- Information storage and GDPR

Any individual wishing to work at CACS will need to have:

- Right to work in the UK
- Required Health Checks

Induction and Probational Period



The PVG Scheme is Administered by Disclosure Scotland -
<https://www.mygov.scot/enhanced-disclosure>

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

Pre-recruitment preparation

The Safeguarding Lead will be consulted about recruitment to the area of engagement/registration to determine whether a DBS disclosure is required and at what level e.g., whether an Enhanced DBS Disclosure with barred list check is needed, and to ensure that other safeguarding considerations are considered at an early stage.

Job/role Description and person specification

A job or role description and person specification for the role must be developed and formal and detailed job descriptions drawn up for any paid appointment and a role description for voluntary posts.

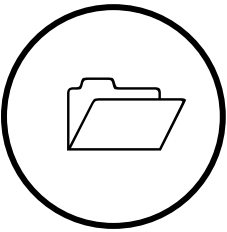
The job or role description should include:

- A detailed description of the work that reflects the specific nature of the role and the specific aspect of the role that justifies the requirement for a DBS Disclosure (where appropriate).
- A list of responsibilities, including the responsibility to become familiar with the National Safeguarding Policies and Procedures.
- The duty to promote safe practice, minimise all risks of abuse and take action to report concerns and/or allegations.

Application form

An application form must be completed by all those seeking to work with children and vulnerable adults (adults at risk). The application form should also state whether or not the role will require a DBS Disclosure

Where someone undertakes a course of study that would lead to a role that meet the criteria of 'regulated activity', a DBS disclosure will be required at an appropriate time e.g., if the course requires a placement element, then a DBS will be required prior to placement.



Template application forms and reference requests are contained within the Forms Library

The application form also includes a request for the names and contact details of a minimum of two referees (including the current employer for paid positions) and ask whether references can be taken up before interview.

Applicants must seek permission from referees in advance of providing their contact information for the purpose of providing a reference.

On any application form it is important to state that:

- Identity will be verified and whether this is to be done at interview, following an offer of appointment or, for eligible roles, as part of the DBS application process.
- For certain positions, there will be a requirement to disclose and discuss relevant convictions at interview or another agreed time after interview.
- A DBS will be undertaken which checks criminal history and will be checked in respect of all applicants before any offer of appointment is confirmed.

The applicant will not be required to disclose relevant convictions in advance of being offered an interview or formal discussion to assess their suitability for the role.

Advertising or making the vacancy or position known

In advertising any role there should be clarity as to whether the role requires a DBS disclosure and at what level, and provide a link to a job, role or course description.

Shortlist and interview or formal discussion regarding role and suitability

The following should occur:

- Select suitable applicants for interview or discussion and for those short-listed, send a safeguarding self-declaration form for completion and advise that the completed form should be brought to interview.

- For paid posts, a formal interview must be conducted and for unpaid posts, the prospective volunteer must participate in a formal discussion.
- Both formal interviews and formal discussions should be used to assess the candidate's suitability including experience and skills for the role as well as motivation and attitude
- The interview or formal discussion should also be used to inform the applicant about the requirements of the role, expectations, time-commitment, training, and support provisions.
- For paid positions, the completed Safeguarding Self-Disclosure (SSD) form should be discussed at the end of the formal interview process or at another agreed time after the interview. This process ensures that the applicant has the opportunity to provide context and explanation in respect of any relevant convictions.
- The discussion about relevant convictions is to be fully documented on the Safeguarding Self-disclosure form (SSD) which is used by the applicant to disclose relevant offences.

Employment checks

Uptake of satisfactory references

For all posts, references from relatives are not acceptable. All references should be sought directly from the referee; generic references or those addressed "To whom it may concern" are not acceptable.

Those appointing are responsible for satisfying themselves that references are authentic and should follow up with the referee by telephone or face to face discussion where:

- There are negative or ambiguous statements.
- There are gaps in information in the reference and further information is required.
- There is inconsistent information in the reference that you consider requires clarification.
- There are doubts about the authenticity of the reference.

If any safeguarding concerns arise on receipt of a reference, advice can be sought from the Safeguarding Lead in the religious commission or CSSA or RLSS, as appropriate.

DBS Disclosure

When an existing office holder, employee, or volunteer transfers into a position eligible for a DBS Disclosure, or a position that requires a different level of check, they will then be asked to undertake the Disclosure application process.

If the individual indicates they have an existing DBS Disclosure Certificate and have subscribed to the Online Update Service, any check made must be in accordance with the requirements of the DBS.

The CSSA National Database will be checked before any new application is made to the DBS to determine whether an existing suitable check has already been made and whether relevant risk information is available.

If the individual needs a new DBS Disclosure the Safeguarding Lead can advise on eligibility and the level of check required. UCHECK will give advice to the safeguarding Lead about eligibility of roles.

The Safeguarding Lead will initiate the application process, dependent upon role of appointee. The application process will include ID verification and self-disclosure of relevant offences. The details of the application will be added to the National Database.

Qualification for DBS Disclosures, levels of checks and responsibility

Enhanced DBS checks and Basic DBS police checks

Fr. Thaddeus – leads on all enhanced DBS checks for Friars and ‘Certificate of Good Conduct’ checks for Friars from outside the UK working in the Oxford Priory.

Fr. Bartholomew – Leads on both Basic DBS police checks and enhanced DBS checks for lay volunteers identified by the Prior - Fr. Alex.

The records are stored in locked room and cabinet by Fr. Liam.

Spiritual Directors will be processed through UCHECK as '*Spiritual Teacher*' this will go down as the position applied for field on Section Y, this will allow the individuals to be checked at an Enhanced Adult workforce level with no barred lists.

DBS checks

All lay volunteers identified when working at CACS as needing an enhanced DBS check by Fr. Alex, the prior will be processed by Fr. Bartholomew

All year 2 SDFP (Spiritual Direction Formation Programme) students will need a criminal records check. This is because during year 2 they undertake practical spiritual direction work.

DBS Basic Disclosure Police checks for volunteers or year 2 students on the Spiritual Direction Foundation Course

Lay volunteers or year 2 students on the SDFP course identified by Fr. Alex needing a police check as they live outside of the United Kingdom will be asked to undertake this themselves and inform Fr. Bartholomew of the outcome and send the relevant paperwork.

Charging

Lay volunteers needing enhanced DBS adult checks will be charge the UCHECK fee plus £5 administrative fee. (The current UCHECK fee is £12.00)

Lay volunteers living abroad will be asked to fund their own DBS checks.

All records will be kept by Fr. Liam after being passed on by Fr. Bartholomew.

Spiritual Directors placed on the Carmelite website – are doing volunteer not paid work

Carmelite Spirituality network members who are Carmelite centre for applied spirituality spiritual direction volunteers do not charge for spiritual direction.

For their ministry of spiritual direction with CACS their directees may make a donation to the CACS Fund for Spiritual Direction which will be used for supporting the ministry of spiritual direction of CACS.

From this fund CACS will pay for the ongoing ministry development of the volunteers (CSN enrichment programmes, group supervision, subsidies for CACS programmes and annual in-person/online retreats). CACS does not subscribe to turning spiritual companionship into a financially sustainable career as such runs the risk of reducing this encounter on sacred ground to a money-making enterprise contrary to scripture and the masters.

How do graduates get a DBS check and undertake paid work after their training on the SDFP course?

CACS is a charity, so we are charged a low rate for enhanced DBS checks. If you wish to do paid work, you will need to apply through your diocese or church organization. The charge will be higher. At this stage CACS is not planning to advertise Spiritual Directors who work outside of CACS and charge or ask for a personal donation for themselves.

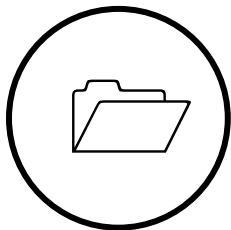
Safeguarding Self Declaration (SSD)

Anyone who is seeking to work with children or adults whether in a paid or unpaid capacity must be provided with the opportunity to self-disclose relevant conviction information:

- For Clergy, Religious and volunteers and as part of the DBS application process, the completed Safeguarding Self Declaration (SSD) should be handed to the Safeguarding Lead or relevant person in a sealed envelope for confidentiality purposes.
- The SSD will clearly indicate how any information will be handled and how long the completed form will be retained for.
- For paid positions, applicants will be required to bring the completed SSD if invited for interview and as part of the process any relevant convictions will be discussed.
- Applicants should also be informed that the National Database will be checked in respect of all short-listed applicants.

Right to work in the UK

CACS will ensure that in recruiting anyone to a post that they are is legally entitled to work in the UK.



The document: **“Summary Guide for Employers on Preventing Illegal Working in the UK”** provides guidance on this.

Required Health Checks

We will ensure that where a health check is required for any role that one is completed.

Appointment

Appointments should not be confirmed until a satisfactory DBS Disclosure has been received. Following appointment, the use of Disclosures must not be viewed as the ultimate step in the process and should not replace the need for on-going vigilance, careful supervision, and sound management.

Employees and volunteers should sign a document to indicate that they have received and understood the job/role / course requirement and agree to adhere to CACS safeguarding policies and procedures. These are based on the national church safeguarding policies and procedures.

DBS requirements to use UCHECK

CACS will be using UCHECK via Religious Life Safeguarding Service, as part of the requirement of the DBS we will meet the requirement for safe storage and handling of DBS disclosures in accordance with GDPR requirements. We will also sign an agreement on the Recruitment of Ex-Offenders.

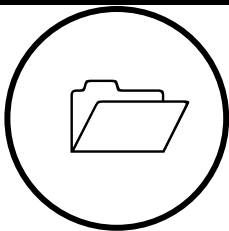
Recruitment from overseas

It is not possible to undertake a DBS disclosure on individuals from overseas. It is though possible to undertake a 'Certificate of Good Conduct' check from many countries. Once an individual has been in the UK for six months a DBS disclosure should be undertaken.

A 'Certificate of Good Conduct' check is best obtained via the Embassy or Consulate of the country the individual is from.

The following should be considered:

- It is not always possible to obtain a certificate from countries that do not have functioning criminal record regimes or refuse to provide these to anyone other than their own citizens.
- Not all behaviours of a sexual or violent nature that would be considered an offence in the UK would be in other countries.
- The age of consent and the age of criminal responsibility differs in many countries.
- Information supplied by an Embassy or Consulate may require translation.
- An understanding of criminal law in a country may assist risk assessment



The DBS provide details of which countries provide Certificate of Good Conduct

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

Guidance on the application process for criminal records checks overseas

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants/guidance-on-the-application-process-for-criminal-records-checks-overseas>

Appendix 1

DBS questions

Do we accept DBS checks from people who already have one?

The RLSS have advised us we should undertake our own DBS checks, even for people who have one that is less than 6 months old. This will then be our policy. You can have two DBS checks.

Are the year 2 students' DBS cost be covered by their course fees?

No. They may choose to do their DBS with another organisation and provided it is within six-month of its being issued CACS will accept it. Again Fr. Bartholomew will issue guidelines for this in the future.

Do CACS Volunteers pay Carmelite spiritual network annual fees? Volunteers do not pay annual fees and receive benefits of membership in the CSN.

What do our volunteers do? Our volunteers give a set number of hours per year in the chosen area of support for CACS. Our consultant is working with the safeguarding CACS working team to identify what level of DBS or police check is needed or whether another form of identification is needed. Under the Religious Life Safeguarding Service guidelines not all volunteer posts need enhanced DBS guidance.

Appendix guidance on DBS checks from RLSS

From the DBS Officer at Religious Life Safeguarding Service

Please see below how volunteers are defined by the DBS and U-Check. *Please note that to be able to request a volunteer check the DBS volunteer criteria set out below applies. The applicant **MUST NOT**:*

- *benefit directly from the position for which the DBS application is being submitted.*
- *receive any payment (except for travel and other approved out-of-pocket expenses)*
- *be on a work placement.*
- *be in a trainee position or undertaking a course of study that will lead to a full-time role/qualification.*
- *be a paid foster carer or a member of a foster care household.*

If you request a volunteer check and the applicant does not meet the above criteria the DBS may retrospectively charge the application fee. In addition, U-Check will charge a £15+ VAT administration fee for collecting this payment.

SDFP Students

You could indeed in fact put them through it would be best described using the example of student nurses when they are at university training, they need to do set hours for their course whilst doing so they will not receive any payment or salary however they could join an agency and then be paid as a health care assistant in this case they would not be able to say they are a volunteer for the role as they will be getting payment from the agency.

The Update Service of the DBS

The Disclosure and Barring Service (DBS) Update Service allows:

- applicants to keep their DBS certificates up to date
- employers to check a DBS certificate

The service is for standard and enhanced DBS checks only.

An individual can register with the Update Service at the time of application for a DBS. If someone already have a standard or enhanced DBS certificate, they must register for the Update Service within 30 days of the certificate being issued and provide the certificate number.

DBS customer services

customerservices@db.gov.uk

Telephone: 0300 0200 190

Monday to Friday, 8am to 6pm

Saturday, 10am to 5pm

