Glorifying Christ
Equipping His People
Growing His Church

Trinity Church BUXTON

Safer Recruitment Policy (Nov 2026)

Contents

Introduction	2
Scope	2
Who is responsible for which appointments	2
Appointments Process	3
Volunteer roles recruitment process checklist	5
Elected roles recruitment process checklist	7
Under 18s roles recruitment process checklist	11
Updates	12

Note: Hyperlinks in this policy will take you to either the Trinity Church website or to a Church of England website. To view documents stored on the church website, you will need to be logged in as a member. To access the documents without a log in, please contact admin@trinitychurchbuxton.org.uk

Introduction

This Safer Recruitment Policy outlines how the Church of England national guidance on safer recruitment is put into practice at Trinity Church Buxton. The purpose of the policy is to support our processes for the selection, safer recruitment, training and ongoing support for volunteers and staff serving in all types of church activities.

The church website has further safeguarding advice and links to current policies.

Scope

Everyone involved in any area of service at Trinity Church which includes regular contact with children or vulnerable adults (e.g. music, children's work, Still Waters) must be recruited and receive ongoing oversight in line with this policy. The principles outlined here are also useful for people serving in other ways (e.g. PA, refreshments). We all share the responsibility to be alert to safeguarding issues all the time because this is one of the ways we demonstrate God's love and compassion for people when they are vulnerable.

Who is responsible for which recruitment

Overall responsibility for the employment of paid staff and recruitment of volunteers at Trinity Church Buxton rests with the Church Council. The Church Council has reviewed and accepted this policy as a useful way to ensure healthy recruitment and oversight of people serving in church ministries. It is the responsibility of the Church Council to ensure that the process is carried out adequately.

Minister's Council is the body responsible for reviewing the various ministries provided by the church and deciding whether to develop a new ministry.

Each area of ministry (e.g. Still Waters, Trinity Kids) has a named person who is responsible for that ministry and for safely recruiting the leaders serving in that ministry. See here for the current table of leaders. Ongoing mentoring and oversight are an essential part of this responsibility.

The selection of members of paid staff is the responsibility of the Ministers Council, working within this approved framework. HR advice is recommended when employing paid staff.

The process for selection and appointment of the minister is detailed in the constitution and in the Trinity Church Buxton Vacancy Process, and is also expected to follow the principles within this document.

The appointment process for elected roles - church council, treasurer, safeguarding officer and church wardens is agreed at church council from time to time as required by the constitution. These elected roles each include charity trustee and safeguarding responsibilities as well as the specific responsibilities of the role.

Everyone involved in recruitment at any level must either complete Safer Recruitment training or work closely with a named person who has completed it.

The Church Council is updated at every meeting about who our new volunteers are. The safeguarding team is responsible for ensuring the completion of the appointments process. The Church Council also reviews

and updates the safer recruitment policy every 3 years or sooner if a major update is mandated by the Church of England safeguarding national team.

Appointments Process

1. **Ministry Overview and person specification**

   Once the need for additional leaders is identified, the process begins by writing a Ministry Overview and Person Specification. Link to current documents

   This document should include:
   1. A brief overview of the ministry/church activity
   2. An explanation of what is expected of people who serve in the ministry
   3. A person specification
   4. Who the person is responsible to and supervised by
   5. What induction and training are necessary and what support is available
   6. Safeguarding training requirements including DBS and confidential declaration form
   7. Induction and review arrangements

   A named person (the responsible person) is then responsible for following through the appointments process as detailed here.

2. **Advertise**

   Once the Ministry Overview and Person Specification has been prepared, the opportunity should be advertised. For volunteer roles this will usually be in the weekly notices. If no-one volunteers, potential candidates may be approached individually.

3. **Application form**

   Everyone interested should be emailed the Ministry Overview/Personal Specification, the C of E Code of Safer Working Practice and an application form giving personal details, history of church membership, previous relevant experience in church life, previous relevant experience out with church and 2 referees. The email should include links to the safeguarding policy, this safer recruitment policy and the whistleblowing policy. The potential volunteer may wish to visit a session of the relevant group to help decide whether they feel this is the right place for them to serve, and this can be arranged at this stage. Everyone wishing to be considered for a role must complete the application form.

4. **Short listing**

   Two people should look at the completed application forms and agree whether each person fits the personal specification and can be considered to serve in this way. This will be the responsible person plus a second person who is also a trained recruiter. If the volunteer fits the person specification the application may proceed; if not one of the shortlisters should meet with the volunteer to explain why they are not suitable at this time. Potential volunteers may visit the relevant group at this stage if they have not already done so.

5. **Informal Interview**

   The responsible person should meet with the volunteer to talk through the application form, Ministry Overview and Personal Specification and Code of Safer Working Practice. The volunteer must not begin to serve regularly until steps 6.7 and 8 have been completed.

6. **Confidential Declaration form and References**

   If, after the informal interview, both the responsible person and the volunteer believe they should serve in the role discussed, the volunteer should complete either a full Confidential Declaration form or a simplified version. Referees should be contacted at this stage and references should be assessed by the same two people who did the shortlisting at stage 4.

7. **DBS application to proceed if required.**

   The DBS check is a small part of the application process and should not be regarded as a cover-all. DBS checks must be renewed every 3 years. The Safeguarding Administrator will be in contact with the volunteer before their renewal date.
   Overseas criminal records checks need to take place if a person has lived, worked or volunteered outside the UK for 6 months continuously in the last 10 years.

8. **Appointment**

   The responsible person and the second shortlister should both review the references and the Confidential Declaration form and if required the DBS outcome. If all are satisfactory, the volunteer can be appointed to begin serving regularly in the chosen ministry.
   - The volunteer must sign the volunteer agreement to acknowledge receipt of all the relevant documents and a willingness to serve within that framework.
   - Safeguarding training must be completed within the first three months of taking up the role.

9. **Recruitment of ex-offenders policy**

   Trinity Church Buxton commits to avoid discrimination against ex-offenders and follows an agreed policy which can be found here.

Trinity Church BUXTON

VOLUNTEER RECRUITMENT PROCESS CHECKLIST

Volunteer Name: **Role:**
Person responsible for recruitment:
Person responsible for group:

Step no.	Step information	Date	Initials
	Form starts with the person responsible for recruitment.		
1	Advertise the role (e.g. on the notice sheet)		
2	If necessary, approach a potential volunteer.		
3	Send volunteer an email with the Ministry Overview and Person Specification & Code of Safer Working Practice attached, and with links to other relevant documents, plus an application form to fill in and return to the Responsible Person if wishing to proceed. (Template on website)		
4	The responsible person, with a second person who is also a recruiter, should review the completed application forms to shortlist suitable applicants for interview. The responsible person should meet with anyone who isn't believed to meet the criteria for interview, to explain why. The candidates may visit the group either before they apply, or after they have been shortlisted.		
5	Responsible person to arrange an informal chat with the potential volunteer, talking through the above documents, relevant experience, and safeguarding approach. If both parties which to proceed , pass process on to Safeguarding Administrator		
	Please pass this form to the Safeguarding Administrator. **The volunteer must not be allowed to begin serving until the checks below have been completed**		
6	Request references from the referees given on the application form.		
7	a) Where a DBS is required, ask the volunteer to complete a Confidential Declaration Form (incl. overseas criminal record checks if required). b) Where no DBS is required, ask volunteer to complete a Simplified Confidential Declaration Form. *Now move to step 9.*		
8	On receipt of their CDF, create DBS application invitation via thirtyoneeight.org		
9	Once completed online, meet volunteer to verify ID documents & enter details on the DBS application.		
10	The responsible person plus the second short-lister should review references, confidential declaration and where applicable DBS outcome. Where these are all satisfactory, the appointment can go ahead.		

11	The Responsible Person must ask the volunteer to sign a Volunteer Agreement (after reading the Trinity Safeguarding Policy) after which the volunteer may being to serve in the team.		
12	Contact the volunteer regarding completing the appropriate Safeguarding Training (within 3 months' time) * Basic / Foundations / Leadership / Domestic Abuse		

*Delete as applicable

INDUCTION, SETTLING IN PERIOD & REVIEWS

To be completed by the person responsible for recruitment

Induction and settling in period: 6 months
Ongoing support: Informal chat at least *annually / 3 times a year (can include team meetings)
*plus any role specific training that can be offered (e.g. conferences, books)

Step no.	Step information	Date	Initials
1	Induction completed		
2	Settling in period cleared		
3	First review completed		
	Subsequent reviews		

Trinity Church BUXTON

ELECTED ROLES RECRUITMENT PROCESS CHECKLIST (Church Council Members, Safeguarding Officer, Treasurer and Church Wardens)

Volunteer Name: _____ Role: _____

Responsible person: _____

Step no.	Step information	Date	Initials
	Form starts with person responsible for recruitment		
1	Advertise the role in the church notices and website with Role Description, Charity Trustee information and Safeguarding training requirements.		
2	Each person standing must be nominated in writing by two Church Fellowship Members and sign the declaration. Nomination forms: Churchwarden Church Council member Treasurer Safeguarding Officer		
3	Nominations must be received into the church office on the Sunday before the ACM/ECM.		
4	New Church Council Members/Safeguarding Officer/ Treasurer/ Church Wardens to be elected at the Annual/Extraordinary Church Meeting. Details of voting are found in the appointments process for elected members of church council.		
5	The newly appointed members must acknowledge their acceptance of the office of being a Church Council member/Church Warden by signing the declaration found in the Constitution.		
6	Church Council member/Church Warden can now begin their role.		
	Please pass form to Safeguarding Administrator		
7	The Safeguarding Administrator will ask the Church Council Member/Church Warden to complete a Confidential Declaration form and ID checks (inc. completing overseas criminal records checks if required).		
8	A DBS to be applied for at level on Diocesan list. (The appointment to an elected office is not conditional upon the receipt of satisfactory criminal record checks or references and once elected, the person concerned is validly elected to his/her office)		
9	The Church Council member/Church Warden will be sent a link from Safeguarding Administrator to complete their DBS application online.		
10	Once completed online, the Safeguarding Administrator will confirm the ID details entered on the DBS application.		
11	The Safeguarding Administrator will contact the Church Council member re: reading policy and completing Basic Awareness and Foundations safeguarding training for CC members, with the addition of Leadership training for Church wardens.		

Further information and clarification on the appointment of elected roles can be found in the Constitution.

Declaration for newly appointed Church Council members from the Trinity Church constitution:

Schedule 1
Declaration

I _____ desiring to be a member of the Church Council of Trinity Church, Buxton declare:-

a. I consider myself to be a believing Christian having Jesus Christ as my Lord and Saviour.
b. I accept and will abide by the Constitution of Trinity Church, Buxton.
c. I wholeheartedly believe the Doctrinal Basis of Trinity Church, Buxton.

Declaration for newly appointed Church Warden from the Trinity Church constitution:

10.5.6 **Qualifications of Churchwardens**

In character the men and women appointed as Churchwardens must be servants at heart, wanting to serve and build up the body of Christ and enabling the pastoral leaders of the Church to fulfil their responsibilities. They must be mature Church Fellowship Members and committed to pray for the Church, its life and ministry. At the annual general meeting of the Church Fellowship Members the Churchwardens who are elected are to sign the following declaration:

"I _____ desiring to hold the office of Churchwarden in Trinity Church, Buxton do hereby declare:

a) I consider myself to be a believing Christian trusting Jesus Christ as my Lord and Saviour.

b) I accept and will abide by the constitution of the Church.

c) I wholeheartedly believe the Doctrinal Basis of the Church."

and if anyone appointed as a Churchwarden refuse or fails to sign such a declaration within 28 days of their appointment then their appointment will automatically cease.

Trinity Church BUXTON

Youth Helper (UNDER 18s) RECRUITMENT PROCESS CHECKLIST

Volunteer Name: _____ Role: _____

Responsible person: _____

Step no.	Step information	Date	Initials
	Form starts with person responsible for recruitment		
1	Advertise the role e.g. verbally during Youth work		
2	If necessary, approach a potential volunteer		
3	Ask potential Youth Helpers to look at Ministry Overview & Person Specification, the Code of Safer Working Practice and if they wish to proceed to complete an application form.		
4	The responsible person plus a second person, who is also a recruiter, should agree suitable applicants for interview. The responsible person should meet with any young person who isn't believed to meet the criteria for the interview, to explain why. The candidates may visit the group either before they apply, or after they have been shortlisted.		
5	The responsible person must meet with the potential Youth Helper to talk through the Ministry Overview & Person Specification and Code of Safer Working Practice. Either a second DBS'd adult or a parent should be present, or this meeting should take place when others are around e.g. after a Sunday service.		
6	Parents/Guardians must complete a consent form for their child to become a Youth Helper, and give Consent for safeguarding training. Two references are requested at this stage.		
7	If wishing to proceed with beginning the role, the volunteer should sign the Volunteer Agreement (to be signed by child and parent and returned within 7 days).		
8	The Safeguarding Administrator is to be notified of pending appointments.		
	Please pass form to Safeguarding Administrator		
9	The Safeguarding Administrator will request two references and ask the child to complete a Confidential Declaration form.		
10	The responsible person must review the references and the Confidential Declaration, and if these are all satisfactory the appointment can go ahead.		
11	Safeguarding training to be completed as applicable		

INDUCTION, SETTLING IN PERIOD and REVIEWS

to be completed by the person responsible for recruitment

Induction and settling in period: 6 months.
Ongoing support: Informal chat at least twice a year (can include team meetings) plus any role specific training that can be offered (e.g. conferences, books etc)

Step no.	Step information	Date	Initials
1	Induction completed		
2	Settling in period cleared		
3	First annual review completed		

Safeguarding requirements:

- Be aware of the Trinity Church Buxton Safeguarding Policy
- Read the Code of Safer Working Practice
- Attend Youth Helper training
- If aged 16year or older: Basic Awareness Safeguarding Training

UPDATES

v2, 12/10/20
Addition. Appendix 6: Volunteers Registration form.
Addition. Appendix 7: References request letter and form.

v3, 21/11/22
Policy overhauled and rewritten in line with new Church of England Safer Recruitment and People Management Policy (June 2021)

v4, 18/03/24
Amendment. Appendix 2: Volunteer Registration Form

v5 Nov 2025
Lots of changes! Policy overhauled and rewritten in line with updates to Church of England Safer Recruitment and People Management Policy.