

- 1 Responsibilities** Responsible person identifies & oversees the recruitment process.
- 2 Role Description & Person Spec** Defines duties, skills, & safeguarding responsibilities
- 3 Advertise the Role** Promote the role including Safeguarding statement
- 4 Application Form** Collects relevant personal, experience
- 5 Confidential Declaration** Discloses criminal history
- 6 Shortlisting Applicants** Select suitable applicants for interview
- 7 Interview** Explores suitability, values, and safeguarding awareness
- 8 Pre-Appointment Checks** Verifies identity, references, and right to work
- 9 DBS Checking** Obtain criminal records check at correct level
- 10 Criminal Records** Review any disclosures in line with safeguarding policy
- 11 Appointment** Formally offer and confirm the role
- 12 Induction** Introduce role, policies, & safeguarding expectations
- 13 Probation/Settling-In Period** Monitors performance & suitability in early months

Provide guidance, accountability, oversight



Ensure regular training & safeguarding updates



Securely store recruitment & safeguarding documents

16 Steps to Safer Recruiting

From the Church of England's Safer Recruitment and People Management Guidance