

The C3 Church - Safer Recruitment Policy

1. Introduction

The C3 Church is committed to creating a safe and welcoming environment for all, particularly children, young people, and adults at risk. As part of this commitment, we implement a Safer Recruitment Policy to ensure that all employed team and serving team members are suitable for their roles and align with our values. This policy applies to all recruitment processes within the church, including paid employment and voluntary positions.

2. Principles of Safer Recruitment

- To ensure that all employed team and serving team members are appropriately vetted before appointment.
- To prevent unsuitable individuals from working with vulnerable groups.
- To promote a culture of safeguarding within The C3 Church.
- To maintain a fair and consistent recruitment process.

3. Recruitment Process

3.1 Role Design & Advertisement

- All job descriptions and role profiles will clearly state safeguarding responsibilities.
- Roles involving work with children or adults at risk will specify that a **Disclosure and Barring Service (DBS) check** is required.
- All advertisements will include a statement about The C3 Church's commitment to safeguarding.

3.2 Application Process

- All applicants must complete an **Application Form**, providing details of their employment history and qualifications.
- Applicants must provide a **personal statement/cover letter** explaining their suitability for the role.
- The application form will include a section on criminal record disclosure and safeguarding.

3.3 Shortlisting & Interviews

- Shortlisting will be based on the person specification for the role.
- At least two interviewers will be present in all interviews, ensuring a fair and consistent approach.
- Applicants will be asked safeguarding-related questions to assess their awareness and understanding.
- If the role involves direct contact with vulnerable groups, specific scenarios will be discussed to gauge their response.

3.4 References & Background Checks

- A minimum of two **references** will be obtained, one from a **recent employer** and one as a character reference.
- References will be requested in writing and followed up with a phone call if needed.
- All successful candidates for roles involving children or adults at risk must complete a **DBS check**.
- Any disclosures will be assessed in line with church policies and legal guidance.

3.5 Appointment & Induction

- No candidate will start their role until all recruitment checks are completed.
- All new employed team and serving team members will complete a **safeguarding induction**, including training on policies and procedures.
- A **probationary period** will be in place, during which performance and safeguarding awareness will be reviewed.

4. Ongoing Safeguarding Responsibilities

- All employed team and serving team members must complete regular safeguarding training.
- Employed team and serving team members will be subject to ongoing supervision and accountability.
- The church will conduct periodic re-checks of DBS certificates where required.
- Any concerns about employed team or serving team members will be dealt with in line with our [Safeguarding Policy](#).

5. Confidentiality & Data Protection

- All recruitment records will be handled in line with **Data Protection policies**.

- Information will be stored securely and only accessible to those involved in the recruitment process.

6. Review & Compliance

- This policy will be reviewed **annually** to ensure compliance with safeguarding legislation and best practices.
- Any updates will be communicated to all employed team and serving team members.

The C3 Church Leadership Team

Date: July 2026

Review Due: July 2027