

Appendix viiii

Safer Recruitment and the Retention of Staff

The following procedural steps apply to the following roles and any new paid or voluntary roles that meet the criterion of frequent and unsupervised access to children or adults at risk:

- Director of Music ***
- Organist and Assistant Director of Music ***
- Sub-Organist ***
- Organ Scholar ***
- Singing Teacher ***
- OBE Organ Outreach Fellow ***
- Head of Schools and Family Learning ***
- Staff in Schools and Family Learning ***
- Volunteers in Schools and Family Learning ***
- Clergy ***
- Virgers ***
- Duty Pastoral Team ***
- St Pauls Cathedral School staff ***
- Registrar *
- Bell Tower key holder x 2 *
- Bell Tower Captain *
- Vicars Choral *
- Deputy Vicars Choral *
- Safeguarding Advisor *
- Independent Safeguarding Chair *

*** Enhanced DBS with barred list check

* Basic DBS

Application Stage

All staff listed above will be required to provide the following documented information when applying to the Cathedral for a paid or an unpaid post:

- full name (including any changes of name)
- current and recent addresses
- date of birth
- details of previous experience, voluntary or paid, of working with children/vulnerable adults
- the names of two previous employers/supervisors as referees

Volunteers will be treated in the same way as paid staff in respect of all aspects of the safer recruitment procedure.

Disclosure & Barring Service Disclosures

In order to reduce the possibility of recruiting known abusers, Chapter will ensure that the roles listed above are subject to DBS checks (as detailed above) every three years. Staff may, if they so choose, register with the DBS update service; the Cathedral will reimburse the staff member for the cost of maintaining the update service registration.

As part of the Disclosure process, the Human Resources team will establish the identity of the applicant by reference to a range of appropriate documents (full birth certificate, passport, or photo

card driving licence and an item such as a utility bill which the applicant's name and address). Where appropriate, change of name documentation will also be verified.

Photocopies of all documents will be kept securely in accordance with our GDPR policy. A record of evidence to show that the relevant volunteers have been checked is also kept.

Interviews

During the interview process, interviewees will be asked specifically about their experience of work with children/vulnerable adults as appropriate to the post sought. Questions will also be asked about any gaps in continuous service.

As a minimum, the Chair of the Interview Panel will be Safer Recruitment trained. The Chair of the Panel will have responsibility for the decision about appointment.

Before appointment

Before appointment to a post, the Cathedral will obtain two satisfactory references from persons who have experience of the applicant's work with children/vulnerable adults; the applicant's experience of working with children/vulnerable adults must be specifically addressed in the references. The references should be from previous employers; however, in the event of a volunteer being unable to produce a recent employer as a referee (for example, if the volunteer has been retired from paid employment for a significant period), references may be taken from people who have experience of the volunteer's previous voluntary work. Family and friends cannot be used as referees.

Blemished disclosures will be risk assessed by HR and the Safeguarding Advisor. Staff appointed prior to the return of their DBS will not be allowed lone contact with children/vulnerable adults.

Monitoring New Staff in Post

The Chapter makes all paid and voluntary appointments conditional on the successful completion of a probationary period of at least three months.

Towards the end of this period the individual's work will be assessed by their supervisor and a written report which includes a review of performance dealing with children/vulnerable adults will be submitted to the Registrar, who will then decide whether the appointment is to be confirmed.

Clergy

The Diocese is responsible for the Safer Recruitment of all clergy.

Duty Pastoral Team volunteers will have their Good Standing checked by the Chaplain with their home diocese. Duty Pastoral Team volunteers will not be invited to volunteer at the Cathedral if their Good Standing is not up-to-date.

Reviewed October 2021