



GUIDE TO SAFER RECRUITMENT FOR BAPTIST CHURCHES

This version published July 2023

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Introduction

Welcome to this guide to safer recruitment for Baptist churches. We hope that this guide will give you the information you need to run a fair and legally compliant recruitment process and help you to review the recruitment processes you already have in place.

This guide covers the following areas of good recruitment practice, and also references the safer recruitment steps needed for recruitment of those who will be working with children, young people and adults at risk.

In this guide you will find helpful information on:

- Putting together a recruitment policy statement for your church
- Planning your recruitment process
- Advertising the role
- Preparing for interview
- The selection process: interviews, tests and meeting colleagues/team members
- Making an offer
- Taking up references
- Vetting, disclosure and barring checks
- What to do if there's a concern in the referencing or checking stages
- Creating a safer culture
- Induction

If you have questions that are not answered in this guide, please contact Rachel Stone, our HR Team Leader at HR@baptist.org.uk.

The importance of prayer

We know that when it comes to the recruitment process, we are making decisions that affect peoples' lives. So, remember to surround your recruitment planning, interviewing and decision-making process with prayer.

“Do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus.”

Philippians 4:6-7

1. What is a safer recruitment policy statement?

1.1 Why have a safer recruitment policy?

A safer recruitment policy statement is a vital part of your staff policies and procedures. As well as covering the church's approach to recruitment for all posts, it also sets out your organisation's commitment to recruiting staff and volunteers who are suitable to work with children, young people and adults at risk.

It sends a clear message to staff, volunteers and potential applicants that your organisation is committed to finding the right people using fair processes.

1.2 What to include

Your safer recruitment policy statement should work alongside other policies within your organisation, for example your equal opportunities policy and your safeguarding policy.

Aim to keep your policy statement under two sides of A4 paper. You may also want to refer to the safer recruitment policy in your main safeguarding policy and in your staff handbook if you have one.

Your safer recruitment policy statement should set out your organisation's commitment to:

- Operating a fair and open recruitment process for your church
- Providing information and training for all of those who will play a part in your recruitment and selection processes
- Complying with your church's equal opportunities policy
- safeguarding and protecting all children, young people and adults at risk by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children, young people and adults at risk
- responding to concerns about the suitability of applicants during the recruitment process
- ensuring all new staff and volunteers participate in an induction which includes safeguarding information
- the date the policy comes into force and when you will review it.

Looking for an example? Annex A has an example of a recruitment policy statement to get you started.

2. Planning the recruitment process

2.1 New to recruitment or looking to improve the processes you currently have in place?

Plan the whole of your recruitment process in advance to make sure you have a consistent approach every time you recruit a new staff member or volunteer.

Taking a planned and structured approach will help:

- minimise the risk of appointing someone unsuitable;
- ensure you select the right person for the role;
- make sure the process is fair;
- make sure there are records of the process for future reference;
- ensure that you have taken into account the additional requirements for recruiting someone who will work with children, young people and/or adults at risk;
- Following a written procedure also means you're less likely to miss anything out and that each time you recruit you're adhering to legislation and guidance.

Think about the resources that you'll need and how you are going to make them available.

This includes making sure enough people will be available to help conduct the interviews.

2.2 Replacing an existing role

Before starting a recruitment process, it's important to consider whether or not the work could be done elsewhere in your team. This is likely to be a leadership team or trustee discussion, and you may want to gather some background information to help with the discussion.

- Is the work done by the person who is leaving still needed in part or whole?
- Could the work be done by others already in the team?
- Has the nature of the work changed since the last time you recruited for this role?
- Is this best as a paid role or a volunteer position?
- Do you have the financial resources to continue to pay for this role?

2.3 Creating a new role

Before creating a new role at your church, give some thought to the following:

- Why are we looking to create a new role?
- Could this work be managed within our existing team?
- Will this role involve completely new work, or a re-organisation of tasks and duties?
- Could we partner with another organisation rather than recruit ourselves?
- Who will act as line manager for this role?
- Do we want to create a permanent role or start with a fixed term contract?
- How will we fund this new post? Is this from church income or a grant?
- Does this decision need the approval of our church members meeting?

2.4 Defining the role

The starting point is to establish and agree what the role is for, and what key tasks and responsibilities will attach to it. This normally involves thinking about:

- A job description
- A person specification
- A description of the context in which the role is carried out.

For any role working with children, young people and adults at risk, both the role description and the person specification should highlight the safeguarding responsibilities of the role and the requirement for a DBS check to be carried out before they start in role.

At this stage you will also want to consider whether there are any religious exceptions or exemptions that might need to apply to this role. For more information on this, please see our L09A and L09B leaflets, available on our website at www.baptist.org.uk/resources/L09

Looking for an example? An example of a job description and person specification are shown in Annex B.

2.3 Advertising the role

The advertisement is your first opportunity to send out a clear and appealing message about the role and your church.

Every advert for a role that includes work with children should include a statement about your commitment to keeping children safe.

If the role requires a criminal records check (DBS check), this should be included in the advert. If you need to check on whether or not a DBS check is needed, and if so, at which level, please see the helpful table in our leaflet on DBS Checks here

https://www.baptist.org.uk/Articles/452419/BUGB_Guide_to.aspx

You should advertise all vacancies to attract a wide selection of applicants – whether the role is for paid staff or a volunteer.

2.4 Applicant information pack

Providing an application pack ensures that people interested in applying for a role have all the information they need about your organisation and the advertised vacancy. It's best practice to use a standard application form for all roles, whether paid or unpaid. This helps make sure you get all the information you need from each candidate. It should include space for the candidate to explain how they meet the criteria outlined in the person specification.

Looking for an example? An example application form is shown in Annex C.

You should include an overview of your safer recruitment process so that candidates understand what information will be sought from them and why, and what will be expected of them at each stage of the process.

2.5 Self-disclosure form

A self-disclosure form gives candidates the opportunity to tell you confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record.

You can only ask for the information you are entitled to know about as a potential employer. What you can ask will depend on the role they will be doing. For more information about this, see our legislation and guidance section.

Applicants should complete a self-disclosure form before the interview and bring it in a separate, sealed envelope marked 'Confidential'. You should only open the self-disclosure forms of candidates who have been selected for the role and review the information inside as part of your vetting checks, applying a risk assessment process if information has been disclosed. You can find more information about risk assessments in the What to do if vetting checks raise concerns tab.

You must securely dispose of all unopened self-disclosure forms.

The self-disclosure form does not replace the need for a criminal records check. Criminal records checks should always be carried out as appropriate to the role.

Looking for an example? You can find a good example here:

<https://learning.nspcc.org.uk/media/1588/self-disclosure-forms.pdf>

2.6 References

You should ask applicants to provide the details of at least two referees and check references as part of your offer process.

It's a good idea to give candidates an overview of the questions you'll be asking referees, so the candidate can consent to this information being provided. Make sure you ask about the candidate's suitability to work with children and young people.

It's best practice to use a standard reference form for all roles, to make sure you get all the information you need.

Looking for an example? You can find an example reference form in Annex D.

2.7 Selecting applicants for interview

Shortlisting should be carried out by at least two people. They should each be clear about what their role involves and should assess each application form according to how well it meets the criteria set out in the person specification.

3 Preparing to interview

You should assess all applicants on their ability to carry out the role, based on justifiable and objective criteria. Plan a range of selection methods that are clearly related to the person specification.

3.1 Panel

At least two people should be on the interview panel and one of the panel should chair the interview. Ideally, all panel members will have some basic training or relevant experience in interviewing for staff or volunteer roles.

Agree beforehand who is responsible for ensuring all assessments are conducted fairly and candidates are treated equally.

3.2 Participation

If your role involves working with a particular user group, then see if there is an opportunity to involve some of the users in the overall recruitment process. For example, involving children, young people and their families in recruitment can be a really useful way of finding the right people for the role.

3.3 Practical tests

A question and answer format may not be the best way to test a particular requirement or competency. You may want to consider other methods such as a practical test or using some scenarios to explore how someone would handle a particular situation.

3.4 Interview

Interviews can be carried out online or face to face, but usually face to face interaction gives you a better picture of a candidate's character as well as their skills and experience. Interviews to recruit people to work with children should always be conducted face-to-face.

Ask candidates in advance whether they have any access requirements for the interview venue and provide what they need. Give an outline of the selection methods you'll be using and ask if they need any special arrangements for these.

3.5 Planning your questions

Plan your questions in advance:

- Choose questions that relate to items in the person specification and enable you to explore the candidate's suitability to work with children, their attitude and their motivations for applying for the role.
- Wherever possible, ask 'open' questions (What? How? Tell me more about? Explain what you did? Why do you think that?) which will encourage a candidate to give you more information.
- 'Closed' questions (Did you? Are you? Would you? Have you?) tend to elicit far shorter answers, sometimes simply 'Yes' or 'No'.
- When you plan your questions watch out for leading questions that suggest that right answer to the candidate (Isn't it true that? Wouldn't you agree that?)

You should ask each candidate the same questions so that they are all treated equally.

3.6 Keeping good interview notes

Make notes during the interview. This will form the evidence for assessing each candidate after the interviews are complete. Use a scoring system based on the person specification and follow the same criteria for each candidate.

During the interview candidates should show that they are able to:

- establish and maintain professional boundaries and professional integrity
- establish and maintain relationships with people within and connected to the church
- take action where problems arise, including understanding how to report safeguarding concerns.

If the role requires someone who is a practising Christian, then it is appropriate to ask questions about their faith and their church involvement. If being a Christian is not an occupational requirement, then you should not ask questions about someone's faith or belief or lack of it.

3.7 Checking identity

Check each candidate's identity during the recruitment process. The first opportunity to do this is usually when the candidate attends an assessment day and/or interview.

4 Making an offer

4.1 Gathering feedback

Once the interview process is complete, gather feedback from everyone who met with the candidate. Compare the feedback and rate it against the essential criteria for the role (you can use a simple table to do this).

4.2 Agreeing terms of offer

Once you have agreement on the preferred candidate, make sure that you are clear on the terms of the offer you will make. This will include:

- job title
- potential start date
- salary and any other benefits that come with the role
- Pension arrangements – remember that the auto enrolment legislation will apply to most staff appointments
- Working arrangements (e.g., home or church-based working or a blended role)

When you contact the successful candidate, make it clear that the offer is still subject to satisfactory completion of all the vetting processes you need to undertake.

4.3 Employment contracts

Once you have spoken to the candidate and have their acceptance of the role, follow this up rapidly with a formal offer of employment and an employment contract. Our guidance leaflet L08 Employment contains a full template employment contract that you can use (see pages 23 -34 of L08).

www.baptist.org.uk/L08

5 Vetting, disclosure and barring checks

should carry out a range of processes and checks to ensure you employ the right people in your church, and especially those who will work or volunteer in roles that have contact with children, young people and adults at risk.

5.1 Verifying references

References can help you make an informed decision about an applicant's suitability to work or volunteer in your church, especially those who will work or volunteer with children, young people or adults at risk.

You can take up references by asking referees to complete a reference form, or you can use a set of agreed questions to take up a telephone reference. Whichever route you use, you should ask referees about the candidate's:

- Experience and responsibilities in their current or most recent role
- Areas of strength or particular achievements
- Whether there is any current disciplinary warning or investigation underway
- suitability and ability to work with children and young people or adults at risk.
- knowledge and understanding of safeguarding.

Make sure information provided in the reference is consistent with the information provided by the candidate in their application form and interview. Follow up any discrepancies, concerns, or vague statements. If you take up a telephone reference, keep detailed notes of the answers to your questions, the date of the reference conversation and the name and job title of the person who is giving the reference.

5.2 Criminal records checks (DBS checks)

Criminal records checks enable you to ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in roles that have contact with children.

Each nation in the UK uses a different criminal records check process, but they are all aligned and recognise each other's decisions. A person who is barred from working with children in one nation will be barred across the UK.

All Baptist churches who are members of the Baptist Union of Great Britain can use the DBS checking service provided through DDC Ltd. The costs of this service are met by the Baptist Union, although churches will need to pay a small cost for paid staff (this is the DBS service charge, not the processing charge).

A criminal records check is only valid on the date stated on the certificate but in England and Wales, individuals who have a new DBS check can subscribe to the [update service](#), which means they can keep their certificate up to date and take it with them to a new employer

5.3 Enhanced with barred list checks

There are different types of criminal record checks depending on the nature of the work being carried out. Our Guide to DBS Checks contains a useful table of church roles, indicating the level and type of check needed. https://www.baptist.org.uk/Articles/452419/BUGB_Guide_to.aspx

In England and Wales, if someone is doing "regulated activity" they need to undergo an "enhanced with barred list check".

This provides information about adult convictions and cautions recorded on the Police National Computer (PNC) that are not 'protected'; information about whether the person has been barred from working with children; and any other relevant information that the police feel ought to be disclosed.

5.4 What is "regulated activity"/"regulated work"?

In England and Wales, regulated activity with children means carrying out any of the below activities frequently or with intensity (more than 3 days in a 30-day period or overnight).

- Unsupervised activities: teaching, training, instructing, caring for or supervising children; providing advice/guidance on wellbeing, or driving a vehicle only for children.
- Working for a limited range of "specified places" with the opportunity for contact with children and young people, for example schools, children's homes, childcare premises.

These are also examples of regulated activity if unsupervised:

- engaging in intimate or personal care of children.
- health care (including by a registered health care professional).

Regulated work can also apply to certain positions of trust within organisations, for example being a trustee of a children's or adults at risk charity. We encourage churches to carry out DBS checks for their church trustees as the majority of Baptist churches provide activities and services for children, young people and/or adults at risk. Our Guide to DBS Checks (see above) contains more helpful information on this.

It is a criminal offence for an individual who is barred from working with vulnerable groups to apply for a regulated activity role and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role.

5.5 Other checks

There are a range of other checks you should carry out.

5.6 Birth certificates

It's best practice to check the successful candidate's birth certificate, to find out whether they have changed their name since birth. You should carry out vetting and barring checks for all names the person has used.

Transgender people who do not want to share gender and name information with an employer can follow a special process to apply for a criminal records check. More information is available from each criminal records agency:

- [sensitive applications for transgender applicants in England and Wales](#)

5.7 Right to work in the UK

Even if the role is not paid, you may need to carry out a right to work check. The Home Office has published [guidance on right to work checks](#) (Home Office, 2021a). Our L08 Employment guidance also provides information and helpful links in relation to right to work checks https://www.baptist.org.uk/Articles/368689/Guideline_Leaflet_L08.aspx

5.8 Overseas checks

If a candidate has been resident overseas for three months or more over the past five years, you should check the candidate's criminal record in that country. The Home Office provides [guidance on applying for criminal records checks for overseas applicants](#). Please note that this can take several months.

The [UK ENIC](#), the UK national agency for international qualifications and skills, can advise on how to check international qualifications and skills. Any documents not in English should be accompanied by a certified translation.

If you are unable to obtain overseas checks for a candidate, you should carry out a risk assessment to help make an informed decision about how best to proceed.

5.9 Disqualification from working with children, young people and adults at risk

All organisations, including churches, are responsible for making sure the people they employ as staff and volunteers have not been disqualified from working with children, young people or adults at risk.

5.10 Checking temporary, agency or seconded staff

It's just as important to ensure you safely recruit temporary, agency or seconded staff as it is with permanent staff.

You should only engage agency staff or workers to work with children, young people or adults at risk if they come from an agency or organisation that has robust safer recruitment policies and procedures. Ask the agency or organisation for written confirmation that the relevant safer recruitment vetting checks have been made for each temporary staff member, or someone seconded to your church or organisation.

6 What to do if vetting checks raise concerns (this relates to roles which involve work with children, young people and/or adults at risk)

6.1 Concerns about suitability

If references, vetting, disclosure and barring checks reveal concerns about a person's history, your organisation needs to assess whether or not they are suitable to work with children and young people.

It's important to have clear procedures in place for making these decisions. For churches who are members of the Baptist Union of Great Britain, any DBS checks done through our DBS checking service that are 'blemished' i.e. contain content in relation to convictions, cautions, or any other information the police choose to share, are sent to the National Safeguarding Team, who will risk assess them and give feedback to the church about their suitability for the role they have been offered.

You may need to put any formal offer of an appointment on hold to make sure you've got time to consider everything thoroughly.

If necessary, you must pass on information to the relevant authorities, such as the criminal records agency, professional bodies or police. We would recommend that you speak to your Regional Safeguarding Lead in the first instance to get advice on this.

6.2 Concerns about references

A reference should provide you with all the information you've asked for and the responses should be clear and direct.

- If a reference expresses concerns, is incomplete or vague, contact the referee directly to address these issues. Keep a written record of any telephone conversations.
- If the issue is significant, ask the referee for further details in writing.
- You should not consider information about unsubstantiated concerns or allegations that have been proven to be false when deciding whether to interview or employ a candidate.

6.3 Concerns on the self-disclosure form

If you choose to use a self-disclosure form for certain roles and a candidate discloses a caution or conviction on their self-disclosure form, you need to carry out a risk assessment to decide if this is relevant to the post. Your church Designated Person for Safeguarding should be involved in this process.

6.4 Concerns about criminal records checks (DBS checks)

People on the barred list must not be given a role that requires them to work or volunteer with children or young people in regulated activity. It is illegal for an employer to knowingly employ somebody to carry out regulated activity whilst they are on the barred list.

If you find that someone who has applied to work with children or adults at risk is barred, you should notify the police immediately.

You cannot use 'spent' or 'protected' convictions as a reason not to employ somebody (unless the conviction makes them unsuitable to work with children or adults at risk). If you are unsure about this, please take advice by contacting us at HR@baptist.org.uk and we can advise you on the detailed guidance in relation to this.

If the applicant has not been barred from working with children or adults at risk but the checks have raised concerns (for example if they have a criminal record), you need to carry out a risk assessment to ascertain whether the applicant is suitable to work with children and young people or adults at risk. Your Regional Safeguarding Lead can help you with this.

6.5 Carrying out the risk assessment

Decisions about whether or not to employ someone whose vetting checks raised concerns should be made on a case-by-case basis. A risk assessment will help you work out whether they are suitable to work with children and young people or adults at risk.

You should only share information about an applicant's criminal record with those who need to know. The applicant should be told who in the church knows about his/her record.

The applicant will usually know about any information revealed during the course of a vetting or barring check. You should discuss any concerns with them as part of the risk assessment process.

- Past convictions might be a great source of anxiety and embarrassment for the person concerned, so you need to act with sensitivity and empathy.
- Take all reasonable steps to gather as much relevant information as possible.
- Make sure a third party is present during the discussions. Ask a colleague who was involved in the recruitment process to support you and take notes.
- Carefully plan the questions you need to ask in advance and keep the discussion focused on the individual, their feelings and attitudes. Take advice from your Regional Safeguarding Lead before you hold the meeting.
- It is not your responsibility to decide whether a legal decision was right or fair – you need to decide whether the applicant is suitable to work or volunteer with children and young people.

6.6 Making the decision

Follow your church's procedures to make sure all recruitment decisions are consistent.

The reasons for your decision should be objective, rational and easy to understand. Write these down and keep them in a securely lockable cabinet, or in a secure digital file, along with the notes you made during your investigations.

Things to consider include:

- the nature of the offence and its seriousness
- the relevance of the offence to other staff, volunteers, children and their families

- the length of time since the offence took place
- the length of the sentence
- whether the offence was an isolated incident or part of a pattern or history of offending
- the circumstances which led to the offence being committed
- whether these circumstances have changed (if so, do these changes increase or reduce the likelihood of similar offences happening in future?)
- whether the individual has changed since the offence (if so, what has led to the change and does this reduce or increase the likelihood of them committing further offences?)
- the level of remorse expressed by the applicant and/or any efforts to change
- whether the new role provides opportunities to re-offend
- any legal constraints relevant to the role, for example if the person has lost their driving licence and the role requires driving.

6.7 Confidential information

If the vetting and barring check includes additional information that is marked "in confidence", you should not discuss it with the applicant. This could compromise a criminal investigation or the safety of another person, and may in itself constitute a criminal offence under the Police Act 1997

If you decide not to appoint someone on the basis of confidential information, you need to be careful when you inform them that the offer is withdrawn. It is sufficient to tell the applicant that, on the basis of checks and references that have been made, you have had to withdraw the provisional job offer.

6.8 Storing disclosure and barring checks

If you are contacted by the National Safeguarding Team about a blemished disclosure for someone you are planning to recruit into your church, the Team will deal with the data protection aspects of working with and storing this confidential information.

7 Creating a safer culture

7.1 Commitment to safer recruitment

The commitment to safeguarding children, young people and adults at risk should be an ongoing process and have a high profile in your church.

All staff and volunteers should feel responsible for helping to make a safer culture and empowered to speak out if they have concerns.

To help develop a safe environment for speaking out, it's important to make safeguarding a key part of your induction for new staff and volunteers.

7.2 Induction

Having a consistent induction process will make sure everyone in your church fully understands and knows how to follow your safeguarding policies and procedures.

Make sure all new staff and volunteers:

- have read and understand your safeguarding policies and procedures
- know how to spot the signs that a someone may be experiencing abuse
- know how to respond appropriately if a someone makes a disclosure about abuse
- know what to do if they have concerns about the safety and wellbeing of someone else.

All staff and volunteers should complete safeguarding training as part of their induction – even if they say they have done this before. It's important to make sure everyone has up-to-date knowledge and skills and understands how safeguarding works in your church.

Our Excellence in Safeguarding training has been developed specifically for Baptist churches. Your regional association team offer this training in your regional area and you can find more information on your association's website. An introduction to our training can be found here

https://www.baptist.org.uk/Groups/330138/Safeguarding_training.aspx

You should also consider putting a mentoring and/or supervision process in place for new staff and/or having a probationary/trial period. This will allow concerns on either side to be raised and responded to appropriately.

Annex A

Recruitment Policy Statement

Introduction

Our church is committed to good practice and fairness in all our recruitment processes and practices.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Work within all of the legislation that helps us to recruit safely;
- Seek advice from those with HR and recruitment expertise to help us develop and maintain good recruitment and selection practice in our church.
- Make sure that those involved in writing job information and advertising roles, those who interview and select candidates, and those who are responsible for induction of new staff receive training to help them act fairly and consistently
- Review our recruitment processes regularly to make sure we are getting it right, taking action to improve wherever needed.

Deciding to recruit

The decision to recruit into a new role or to replace a leaver in an existing role will be made by the church trustees, usually on the recommendation of the line manager. Before deciding to recruit, we will think about the work in detail, and will produce a short role profile to help us clarify exactly what the role involves and what skills and experience will be necessary in the post-holder.

Advertising

Any vacancy at our church will be distributed to all staff and placed on our website, as well as distribution to associations, colleges and external job sites. If you already work for us and think you have the right qualifications, experience and skills, we encourage you to apply. We occasionally use employment agencies to help us recruit.

We aim at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

Our equal opportunities policy applies to all stages of our recruitment. This means that shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership unless we have specific

religious exceptions or exemptions in place (please see our equal opportunities policy for more information).

Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability. All disabled applicants who meet the minimum requirements of the job as set out in the job description and employee specification will be guaranteed an interview.

Our interviews focus on the needs of the job and skills needed to perform it effectively. A note is kept of every recruitment interview and will be kept for six months after the recruitment process is finished.

References

We will ask you for at least two references from people who you have worked for or with in recent years. If you are coming to us as your first job after education, we will ask for references from your tutor or head teacher. If you have qualifications, we will ask you to show us your original certificates when you come for interview. Your offer of employment will be made subject to us being satisfied with your references and qualifications.

Occupational Requirement

If you are employed by us in a leadership role, or if your role requires you to provide advice on pastoral, missional or theological matters, it is an occupational requirement that you are a practising Christian and that you agree with the Baptist declaration of principles.

We will not apply this occupational requirement to other staff roles. We will look to recruit those who are in sympathy with the Christian ethos of our church and our charitable purposes.

Safeguarding Checks

If a role involves responsibility for work with children, young people and/or adults at risk, we will make sure that all necessary safeguarding checks, including a relevant DBS check, will be carried out before a new member of staff starts in role.

Induction

We commit to making sure that all new staff receive support and training as part of the induction process to make sure that they can start well in a new role.

Review of this policy

This policy will be reviewed, and where necessary updated, every 2 years.

Annex B – job description and person specification template

Job Title and Church Name

| | |
|---------------|--|
| Job Title: | |
| Team: | |
| Reporting to: | |
| Location: | |

A Background

- Introduction to our church
- Our culture and Christian ethos
- Reason for this role
- Description of the team this role is part of
- How to find out more about our church (website address and any recent announcements)

B Purpose of this role

- Why this role exists – what impact this role has in your church and your community
- Who will this person work with and who will they serve?
- What outcomes do we hope this role will contribute to?

C Key responsibilities

Use this section to list the key priority areas of work (3 or 4 at most). These are the areas where they will spend most of their working time and where you expect them to have most impact.

Describe the responsibilities using active words e.g., Working with, Leading and inspiring, Supporting the delivery of, Coordinating, Managing.

D Other areas of responsibility

Use this section to list other areas of work where the postholder will be regularly involved. Again, use active language to describe what they will do and how this is delivered.

E Key relationships

Almost all church-based roles will involve working with and supporting others. Use this section to identify key relationships – this could be other staff or ministers at the church, the groups of people

the postholder will serve, their links out into the local community and with other church workers in your area. It helps to give examples, and to describe the nature of those relationships. For example, this could be supporting, encouraging, teaching, discipling, mentoring, pastoral caring, befriending, coordinating.

F Person specification

What type of person is likely to do well in this role?

This will include their experiences, technical abilities, skills, qualifications and background. It may include some very specific skills e.g.:

- *able to use Microsoft Office suite to process Word documents and spreadsheets for our holiday club attendance logs.*
- *experience of providing pastoral care for older members of our church who are house bound*
- *a youth work qualification at degree level*

It will also include other attributes that will help the postholder to do well in the role. This could include:

- *excellent organisation skills in a busy church office*
- *able to use own initiative to get things done*
- *calm under pressure*

It helps to identify which of these requirements are essential for the role, and which are desirable.

G Occupational requirement or religious exemption

- *Is there an occupational requirement that the postholder is a Christian or is in sympathy with the ethos of your church?*
- *Are you relying on any other religious exemption in relation to this role?*

(Please see guidance leaflets L09A and L09B for more information on whether it is appropriate for your church to use an occupational requirement or religious exemption in relation to this specific role.)

H Other relevant information

This is the place for any other important information about the role. For example:

- *The role requires the postholder to attend evening meetings once a month*
- *The postholder must be able to drive, with own car available*
- *The postholder will need to work in the church building for at least 3 days each week*

I *Salary and benefits*

In this section you will want to include details of starting salary or salary range. You will also want to give details of:

- Working hours each week, either set or on a variable pattern
- Pension benefits
- Holiday entitlement
- Training and development opportunities
- Any other benefits available to staff

J **How to apply**

Finally, you want to provide details of how to apply, whether it is possible to have an informal conversation before submitting an application, how applications should be sent in, when the closing date will be and when interviews are likely to happen.

Please note that many Baptist churches choose to advertise their staff roles in the Job Vacancies section of the Baptists Together website. You can view current vacancies and look at adverts, job descriptions and person specifications produced for a wide range of church-based roles here:

<https://www.baptist.org.uk/Groups/220498/Jobs.aspx>

Annex C – Example Application Form

Thank you for your interest in (church name). Please complete the form below to share more information with us about your experience and background, and to help us understand how your skills and abilities might fit with this role. Please note that the questions on the final page will be stored separately from your main application and will not be used as part of our shortlisting process.

| | |
|--|---|
| Position applied for: | Job Title |
| Please return your completed form to: | Name, Job Title, email address and postal address |

Section 1 - Employment history

Please give details of your current or most recent role first, followed by your previous employment history.

| | |
|---|--|
| Current employer (name of organisation and business address) | |
| Job title | |
| Main duties and responsibilities | |
| Current salary and benefits | |

| Previous posts (please start with the most recent): | | | |
|--|---|-------------------------|----------------------------|
| Job title and Employer Details | Main duties and responsibilities | Dates (from-to): | Reason for leaving: |
| | | | |
| | | | |
| | | | |
| | | | |

Section 2 - Education/training

| | |
|--|------------------------------|
| Secondary education (school details) | Qualifications/grade: |
| | |
| Further/higher education (college, university or other educational centre details) | Qualifications/grade: |
| | |
| Other relevant training, professional qualifications or work-related skills (for example languages, shorthand/typing, etc): | |
| | |

Are you undertaking any course of study at present? (If so, please give details)

Do you have membership of any professional bodies? (If so, please give details, including any offices held)

It is our policy to verify the qualifications of all successful job applicants and you will be asked to show the original copies of any qualification certificates.

Section 3 – Supporting Information

We would like to understand more about how you see yourself matching into this role. Please take time to respond to the questions below. If there is any other information that you think is relevant, please use the last question to include this.

How do your skills and experiences to date make you a good match for this role? (Please refer to the main duties in the job description in your reply).

Tell us more about your Christian journey and your involvement with local church? (ONLY ASK THIS QUESTION IF THERE IS AN OCCUPATIONAL REQUIREMENT FOR THE POSTHOLDER TO BE A CHRISTIAN)

Where would you need the most support if you were successful in being offered this role?

Other details

What is the notice required in your present post? _____

| | | |
|--|-----|----|
| Is your present post your sole regular employment? | Yes | No |
|--|-----|----|

| | | |
|---|-----|----|
| Are there any restrictions on your right to work in the UK? | Yes | No |
|---|-----|----|

If yes, please state restrictions and the expiry date of any permissions.

| | | |
|-------------------------------------|-----|----|
| Do you have a full driving licence? | Yes | No |
|-------------------------------------|-----|----|

| | | |
|---------------------------------------|-----|----|
| Do you have any current endorsements? | Yes | No |
|---------------------------------------|-----|----|

| | | |
|---------------------------|-----|----|
| Do you have use of a car? | Yes | No |
|---------------------------|-----|----|

Where did you see the advertisement for the post?

Disabilities

| | | |
|--|-----|----|
| Do you require any special arrangements to be made for your interview on account of a disability? | Yes | No |
|--|-----|----|

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010:

Section 4 - References

Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. References for shortlisted candidates will be taken up before interview unless you request otherwise OR references will be taken up once an offer has been made.

| | |
|--------------------------|--------------------------|
| 1. Name: | 2. Name: |
| | |
| Address: | Address: |
| | |
| Telephone number: | Telephone number: |
| | |
| Email: | Email: |
| | |
| Occupation: | Occupation: |
| | |

| | |
|---|---|
| | |
| Time known: | Time known: |
| | |
| May references be taken up before interview? YES/NO | May references be taken up before interview? YES/NO |
| <p>Data protection</p> <p>Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.</p> <p>The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in our organisation’s privacy statement.</p> <p>Declaration</p> <p>I declare that the information given in this application is to the best of my knowledge complete and correct.</p> <p>Applicant's signature</p> <p>_____</p> <p>Note: Any false, incomplete or misleading statements may lead to dismissal.</p> | |

Section 6 - Personal details

| | |
|-------------------------|--|
| Surname: | |
| Forenames: | |
| Current address: | |

| | |
|-----------------------------------|--|
| Day time telephone number: | |
| Evening telephone number: | |
| Email: | |

Annex D – Example Reference Form

| | | |
|---|-----|----|
| Reference request | | |
| Name [of employee or prospective employee]: | | |
| <p>The person named above (the applicant) has applied for employment with our church as a [job title]. This post involves [set out key job duties] working as part of a small team. We are seeking a reference in respect of the applicant, who has given us your name for this purpose. We would be grateful if you could answer the following questions as fully as possible.</p> | | |
| Did the applicant work for your organisation? | Yes | No |
| If "Yes", what were the applicant's start and leaving dates? | | |
| Start date: | | |
| Leaving date: | | |
| What was the applicant's job title with your organisation? | | |
| <p>What were the applicant's main responsibilities in this role?</p> | | |

| | | | | |
|--|------------------|-------------|-------------|-------------|
| Did the applicant have supervisory or line management responsibility for other staff? | Yes | No | | |
| Did the applicant have responsibility for handling money? | Yes | No | | |
| Did the applicant work on a regular basis with children, young people or adults at risk? | Yes | No | | |
| Was the applicant required to work using their own initiative on a regular basis? | Yes | No | | |
| What is your assessment of the following elements in relation to the applicant? | | | | |
| | Excellent | Good | Fair | Poor |
| Quality of work | | | | |
| Accuracy of work | | | | |
| Dedication to the job | | | | |
| Ability to work without supervision | | | | |
| Able to build and maintain working relationships | | | | |
| Did you find the applicant to be honest and trustworthy? | Yes | No | | |
| Did you find the applicant to be reliable in carrying out their duties? | Yes | No | | |

| | | |
|---|-----|----|
| Was the applicant's timekeeping satisfactory? | Yes | No |
| Did the applicant have any disciplinary warnings during their last 12 months' employment with your organisation or is there a disciplinary investigation currently underway? If so, please comment, if possible, on the nature of these warnings: | Yes | No |
| <p>What was the reason for the applicant leaving your organisation?</p> | | |
| <p>Do you think the applicant would be a suitable person to perform the job described above?</p> | | |
| <p>Would you re-employ the applicant?</p> | | |
| <p>Please comment further, if possible, on the applicant's suitability for employment into the post described above.</p> | | |
| <p>Any information that you choose to give us will be treated in the strictest confidence. Thank you for your assistance.</p> | | |

This is one of a series of *Guidelines* that are offered as a resource for Baptist ministers and churches. They have been prepared by the Specialist Teams at Baptist House and are, of necessity, intended only to give very general advice in relation to the topics covered. These guidelines should not be relied upon as a substitute for obtaining specific and more detailed advice in relation to a particular matter.

If you need to speak to someone about your query, please send us an email in the first instance. It helps us to respond as efficiently as possible to the many churches in trust with us if you set out the details of your enquiry as simply as possible.

For questions on the recruitment process, please send your query to the Union's HR Team Leader (HR@baptist.org.uk) who will be happy to provide guidance on employment matters.

For questions on safeguarding checks please send your query to the National Safeguarding Team (Safeguarding@baptist.org.uk) who will be happy to provide support.

HR and Safeguarding Team, Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT

Tel: 01235 517700 Email: HR@baptist.org.uk or Safeguarding@baptist.org.uk

Website: www.baptist.org.uk Registered CIO with Charity Number: 1181392

Date reviewed: July 2023

Date of issue: July 2023