

**Step 1****Be clear about who is responsible for the recruitment process.**

In local churches this rests with the PCC. Responsibility can be delegated, but the person must have been safely recruited him/herself, be capable and competent in recruitment and be able to keep personal matters confidential

**Step 2****Have a policy statement on the recruitment of ex-offenders.**

Applicants should be clear about how they will be treated if they are ex-offenders

**Step 3**

**Ensure there is an up-to-date and clear role description for the post** which sets out the skills, qualities and responsibilities of the role-holder

**Step 4****The applicant must complete an application form**

to assess their suitability for the role, and ensure any discrepancies or gaps in the applicant's career history can be explained

**Step 5****Always ask for and take up references.**

It is good practice to provide referees with the role description so they have any understanding of the role

**Step 6**

**Ensure each DBS application is accompanied by a confidential declaration form**

**Step 7**

**Ensure that a face to face interview is conducted for ALL candidates** with pre-planned and clear questions to assess a person's suitability for the role

**Step 8**

**Ensure applicants know that the appointment is not confirmed until all the necessary checks are received and examined**

**Step 9**

**Once the applicant has been appointed the church should provide:**

Support and supervision; Induction; Training in the role and in safeguarding; Regular reviews