

## **B. CHOOSING THE RIGHT STAFF**

To minimise the risk of abuse to a child/young person the church should adopt a careful selection process otherwise known as a safer recruitment approach. The screening procedure for employees/volunteers working with children/young people should include the following elements:

- (a) Local church officers must be appointed through the process outlined in the Church Manual. The process of church family voting on officers provides a protective and transparent process for securing the right people to work with our children and adults at risk. See Church Manual:  
[http://www.adventist.org/fileadmin/adventist.org/files/articles/information/ChurchManual\\_2010.pdf](http://www.adventist.org/fileadmin/adventist.org/files/articles/information/ChurchManual_2010.pdf)
- (b) Employees/volunteers for formal roles will follow recruitment processes. This involves face-to-face interviews, verbal and written reference checks, identity verification, induction and supervision. They shall be required to complete an information form (see Appendix 4: Self-Declaration Form) and provide references (see Appendix 5: Request for Reference and Appendix 6: Reference Form).
- (c) Those in contact with children and vulnerable adults will be required to apply for a Disclosure check (ie DBS/PVG) and/or complete a Self-Declaration Form (see Appendix 4).
- (d) First-time appointees should be subject to a probationary period of twelve months. Job descriptions and outlines of work should be reviewed bi-annually or when the job changes significantly.
- (e) Where the conference/mission runs specific courses for those working with children or adults at risk, course directors should ensure that applicants meet all the safeguarding requirements. Should any concerns arise regarding their suitability, these should be addressed with the individual and their line manager or local pastor as appropriate.
- (f) Employees and volunteers with a known history of sexual abuse and/or violence towards children/young people should never again be allowed to work with minors, even after participating in rehabilitation programmes. Those barred from working with adults at risk must not be allowed to do so.
- (g) Where employees/volunteers are subsequently found to have had a history of sexual offending and/or violence and have failed to disclose it, they shall be immediately removed from their appointment. Any disputes within safeguarding should be referred to the next level of authority.