



The Parish Church of Saint Richard, Haywards Heath

Recruitment Policy (Staff and Volunteers)

St Richard's PCC is committed to following the Church of England safer recruitment process for all relevant posts (staff and volunteers). To date (and for the foreseeable future) no staff are employed by St Richard's PCC.

The attached sheet shows the current regular group activities which take place outside of regular Sunday worship. The specific group activities are: Little Shepherds, Young Carers, Messy Church and Memory Moments (Dementia) Cafés.

Process for engaging helpers/volunteers

When a new person volunteers to help at one of the group activities, the following procedure is adopted:

- Before someone starts to help, they meet with one of the leaders
- The leader describes what the group is about, and who attends etc.
- The leader asks the potential volunteer what aspect they are interested in
- The leader outlines what is involved in volunteering
- The volunteer is given the appropriate guide (adult or children)
- For the first few sessions, leaders observe the volunteers and make appropriate suggestions
- Any issues or concerns are raised with the Safeguarding Officer or Incumbent.

Process for engaging new activity leaders

When a new leader is to be appointed, the Church of England Safer Recruitment Process and Induction Process is used.

Note: All current 'leaders' of activities are established members of the church, who have undertaken appropriate levels of Safeguarding Training and DBS checks. The leader roles for the Little Shepherds Sunday School are currently carried out by three people who have been doing it for a number of years.

Signed:

Fr Chris Brading
Vicar

Helen Thomas
Safeguarding Officer

Date: _____