



Safer Recruitment Policy & Procedure

*Word-based, Holy Spirit led;
where people matter, and grow together.*

31st March 2026



Safer Recruitment Policy and Procedure

New Testament Church of God Luton

Purpose

The New Testament Church of God (Luton) is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. This Safer Recruitment Policy sets out our commitment to ensuring that all staff, volunteers, and leaders are safely recruited and suitable to work within the church environment. This policy forms part of our wider safeguarding framework and reflects our duty of care in creating a safe and supportive place of worship and community engagement.





Scope

This policy applies to:

- All church leaders and ministers
- Staff (paid and unpaid)
- Volunteers working with children, youth, and adults at risk
- Trustees and board members
- Anyone acting on behalf of the church

Principles

We are committed to:

- Providing a safe and nurturing church environment
- Preventing harm through robust recruitment practices
- Ensuring safeguarding is embedded in all roles
- Following national safeguarding legislation and guidance
- Aligning with best practice from Thirtyone: eight and New Testament Church of God safeguarding frameworks





4. Roles and Responsibilities

Trustees and Church Leadership

- Approve, endorse, and annually review this policy
- Ensure safeguarding remains a priority in all church activities
- Promote a culture of vigilance and accountability

Safeguarding Lead (Designated Safeguarding Officer)

- Oversee safeguarding in recruitment processes
- Ensure safer recruitment procedures are followed
- Provide advice and respond to safeguarding concerns
- Liaise with statutory agencies where necessary

Recruitment Panel / Ministry Leaders

- Follow safer recruitment procedures
- Conduct interviews and checks appropriately
- Maintain accurate and confidential records





S5. Safer Recruitment Procedures

5.1 Planning Roles

- All roles will include safeguarding responsibilities where relevant
- Role descriptions will clearly outline expectations for behaviour and conduct

5.2 Advertising

- All recruitment materials will include a safeguarding statement
- Commitment to safeguarding will be clearly communicated

5.3 Application Process

- All applicants must complete an application form (CVs alone are not accepted)
- Full employment and volunteering history must be provided
- Any gaps must be explained

5.4 References

- At least two references will be obtained
- One reference must be from the most recent role
- References will be verified before appointment





5.5 Interviews

- Interviews will include safeguarding-focused questions
- At least one panel member will be trained in safer recruitment
- Identity documents will be checked

5.6 Pre-Appointment Checks

The following checks will be completed:

- Disclosure and Barring Service (DBS) check (where eligible)
- Identity verification
- Right to work in the UK
- Qualification checks where required
- Risk assessment for any disclosures

No individual will begin regulated activity until all required checks are completed.

5.7 Induction and Training

- All new staff and volunteers will complete safeguarding training
- Safeguarding policies and reporting procedures will be explained
- Ongoing training and supervision will be provided





6. Managing Concerns and Allegations

- Any concerns arising during recruitment will be reported to the Safeguarding Lead
- Allegations will be handled in line with church safeguarding procedures
- The safety of children and vulnerable adults will always be the priority

7. Record Keeping

- A secure record of recruitment checks will be maintained
- Confidentiality will be respected in line with data protection laws
- Records will be stored securely and only accessed when necessary

8. Policy Review and Governance

- This policy is a live working document
- It will be reviewed annually by church leadership and trustees
- Updates will reflect changes in legislation, Thirtyone: eight guidance, and New Testament Church of God safeguarding policies



9. Accessibility

- This policy will be available to all members of the church upon request
- It will be communicated clearly to staff, volunteers, and leaders

10. Commitment to Safeguarding Standards

The New Testament Church of God (Luton) is committed to maintaining high safeguarding standards and ensuring that all recruitment practices reflect the values and guidance of Thirtyone: eight and the New Testament Church of God.

Approved by:

Church Leadership / Trustees

Date: _____

Next Review Date: _____

Approved by:

Church Leadership / Trustees

Date: _____

Next Review Date: _____

Approved by:

Church Leadership / Trustees

Date: _____

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