



# Safer Recruitment Policy Statement

*Trafalgar Road Baptist Church is committed to good practice and fairness in all our recruitment processes.*

## Contents

Section A - Safer recruitment policy statement .....	2
1 Introduction.....	2
2 Deciding to recruit .....	2
3 Advertising.....	2
4 References .....	3
5 Occupational Requirement.....	3
6 Safeguarding Checks .....	3
7 Induction .....	3
Section B - Version control.....	4

## Section A - Safer recruitment policy statement

### 1 Introduction

- 1.1 Trafalgar Road Baptist Church is committed to good practice and fairness in all our recruitment processes. This means that we will:
- a) Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
  - b) Work within all the legislation that helps us to recruit safely.
  - c) Seek advice from those with Human Resources and recruitment expertise to help us develop and maintain good recruitment and selection practice in our church.
  - d) 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.
  - e) Review our recruitment processes regularly to make sure we are getting it right, taking action to improve wherever needed.

### 2 Deciding to recruit

- 2.1 The decision to recruit into a new role or to replace a leaver from 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.

### 3 Advertising

- 3.1 Any vacancy at our church will be distributed to all staff and placed on our website, as well as distribution to Horsham Churches Together. Those already working for TRBC who think they have the right qualifications, experience and skills, are encouraged to apply. We occasionally use employment agencies to help us recruit.
- 3.2 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.
- 3.3 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 (see our equal opportunities & diversity policy for more information).
- 3.4 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.
- 3.5 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 only be kept for six months after the recruitment process is finished.

## 4 References

- 4.1 We will ask an applicant for at least two references from people whom they have worked for or with in recent years. If an applicant is coming to us as their first job after education, we will ask for references from their tutor or head teacher. If they have qualifications relevant to the job, we will ask them to show us their original certificates when they come for interview. An offer of employment will be made subject to our being satisfied with their references and qualifications.

## 5 Occupational Requirement

- 5.1 If they are employed by us in a leadership role, or if their role requires them to provide advice on pastoral, missional or theological matters, it is an occupational requirement that they are a practising Christian and that they agree with the Baptist declaration of principles.
- 5.2 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.

## 6 Safeguarding Checks

- 6.1 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, are carried out before a new member of staff starts in role. For further detail, see the TRBC Safeguarding Policy.

## 7 Induction

- 7.1 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.

## Section B - Version control

Version	Comment	Date	Approved by
v0.1	First draft	04/03/2024	
v0.2	Revised into standard template	21/05/2024	
v1.0	First approved version	21/05/2024	Trustees