

## Recruitment Process Policy

### Safer Recruitment Guidelines

The NLPA Recruitment Process will be conducted in accordance with the current *Church of England Safer Recruitment Practice Guidance 2016*, namely:

- We will provide candidates with a role description before interview.
- We will require candidates to complete a DBS check as part of the appointment process (and unsupervised work will not be allowed until the completed check has been received).
- We will require candidates to complete the application form.
- We will require candidates to complete a Confidential Declaration before interview.
- We will ask for, and take up, references, and check them for consistency. Special care (i.e. telephone follow up) will be taken with overseas candidates.
- We will conduct face to face interviews.
- We will require candidates to complete Diocesan approved Safeguarding Training.
- We will ensure there are arrangements for formal supervision and oversight.

In addition, the *Discipline and Feedback Policy; and Guidelines on external supervision* must be read and signed by both the supervisor and pastoral assistant.

The Scheme Administrator will ensure that these steps are complied with, and the Treasurer will not release funds to pastoral assistants until she has received confirmation of the same from her.

### Interview Structure & Timing

The scheme is made up of three clusters of parishes. These groups of parishes conduct interviews together:

1. Hornsey
2. Tottenham
3. Camden & Kentish Town

Subject to the number of pending applications, interviews will be held at four times in the year across the clusters (usually in November, January, March and June).

Further interviews may be held by individual clusters at a time that suits them for the purposes of a Second Interview (see below).

### Application Management Process

#### Application and Interview

Applications to the scheme are to be made by completing an application form and submitting it to the Scheme Administrator (Lynn Trigg), who receives the form and processes it on the basis of the following possible types of application:

1. ('Open application') The candidate applies to the scheme without expressing a preference for in which parish they wish to serve. The Trustees would then need to allocate to a cluster, based on need and fit, for an interview. That cluster would then get first refusal on that candidate.

2. ('Parish application') The candidate applies to the scheme expressing a preference for in which parish they would like to serve. The cluster in which that parish is based would then conduct the interview and would have first refusal on that candidate.

### Second Interviews

After interview, if the interviewing cluster doesn't want to appoint but thinks the candidate suitable for the scheme, they should indicate this to the Trustees. On the basis of vacancy and need, the Trustees together will allocate the candidate for a second interview at another cluster.

The structure of the second interview is at the discretion of the cluster, provided that all Safer Recruitment requirements have been met and documented by the Scheme Administrator in the first interview.

**Agreed 22<sup>nd</sup> January 2020 by TRUSTEES**