

Lightwave Community CIO (“Lightwave”) Recruitment Policy

1. Overview

Lightwave has adopted the Church of England policy on Safer Recruitment and applies that policy appropriately to the recruitment of all roles, paid and unpaid.

More details can be found on the Diocese of St Edmundsbury and Ipswich website here:

<https://www.cofesuffolk.org/safer-recruitment/> and current practice guidance (under review) can be found here:

https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf

2. Assessing for DBS/Confidential Declaration

Lightwave follows the Diocesan guidance which requires that a DBS be completed prior to the appointment to any role, paid or voluntary, working with children or vulnerable adults on behalf of the Church of England.

Completing a Confidential Declaration Form is a House of Bishops’ requirement and must be completed prior to the appointment to any role, paid or voluntary, working with children or vulnerable adults on behalf of the Church of England and before a DBS application is requested or completed by the individual.

Lightwave requires, following the Church of England Safer Recruitment Process that ALL applicants for ALL posts must complete a confidential declaration form. These are available from Andrew Gosden or on the [Lightwave website here](#):

The completion of the Confidential Declaration Form is the responsibility of those recruiting withing Lightwave, as part of the safer recruitment process and is independent of the DBS application. Once completed, the form should be returned and checked by the Lightwave Safeguarding Officer and securely stored for as long as the appointed person remains in post.

All proposed jobs MUST be assessed to see if a DBS check is required (see Safer Recruitment Guidance) and this must be recorded on the Job Description.

If a DBS check is required then this MUST be completed BEFORE a contract is entered into with the employee.

There is a helpful process attached to this document including a flow chart [here](#) (or email andrew.gosden@cofesuffolk.org for a copy) to assess when DBS checks are required.

3. Recruitment of Ex-offenders

Lightwave has adopted the Diocese of St Edmundsbury and Ipswich Policy statement on the recruitment of ex-offenders (July 2015) which can be found linked from this webpage.

<https://www.cofesuffolk.org/safer-recruitment/>

Document Control Information	
Document Owner	Lightwave Treasurer
Date Approved:	June 2021
Approving Committee:	Lightwave Community Council
Version:	V2b (amended link to confidential declaration form)
Review Committee:	Lightwave Community Council
Review period	3 years
Review Date:	June 2024
This policy is referenced/required by these other policies	Employment Contract
Source document(s)	As referred to above

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