



Safer Recruitment Policy and Practice Guidance

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Document Type	Safer Recruitment Policy and Practice Guidance
Document Version Number	1.0
Date of Approval By Trustees	29 th April 2026
Date of Issue	30 th April 2026
Date for Review	30 th April 2029

Version Control and Amendment Log

Version No.	Type of Change	Date
0.1	New draft policy created	06/06/2025
0.2	Reviewed and amended to reflect CSSA feedback	09/04/2026
1.0	Policy adopted by the Trustees	29/04/2026

1. Purpose

- 1.1** The ICKSP GB Province is committed to ensuring that only suitable, safe, and appropriately vetted individuals undertake ministry or service involving children or adults at risk. This policy aligns with the CSSA National Safeguarding Standards and CSSA Safer Recruitment Practice Guidance.

2. Scope

- 2.1** This policy applies to clergy, Sisters Adorers, seminarians, employees, volunteers, trustees, and anyone undertaking regulated or non-regulated activity in ICKSP apostolates. Recruitment of priests and sisters is conducted by ICKSP superiors in Gricigliano; however, UK safeguarding checks (including DBS) must be completed before ministry begins.

3. Principles

- 3.1** Safeguarding is everyone's responsibility.
- 3.2** No one may begin ministry until all checks are complete.
- 3.3** Recruitment must be transparent, fair, and risk-aware.
- 3.4** All roles involving contact with children or adults at risk require safer recruitment measures.
- 3.5** A victim-survivor-centred approach underpins all decisions.
- 3.6** Records must be accurate, auditable, and securely stored.

4. Recruitment Requirements

4.1 Pre-Recruitment

- 4.1.2 Confirm the need for the role and identify safeguarding risks.
- 4.1.3 Provide a written role description outlining duties and safeguarding responsibilities.
- 4.1.4 Complete a safeguarding risk assessment for any role involving contact.

4.2 Advertising and Information

Applicants must be informed early if the role requires an Enhanced DBS, references, or safer recruitment procedures.

5. Selection and Vetting

5.1 References

- 5.1.1 Two references required, including one safeguarding-relevant reference.
- 5.1.2 References must be verified.
- 5.1.3 Concerns escalated to diocesan safeguarding.

5.2 Interviews

- 5.2.1 Paid roles require a formal interview.
- 5.2.2 At least one panel member must have Safer Recruitment Training.
- 5.2.3 Applicants must be given the opportunity to disclose relevant information.

5.3 Data Barring Service Checks (DBS)

- 5.3.1 All clergy, religious, staff, and volunteers must complete identity verification as part of the DBS process. Identity must be confirmed using DBS-approved original documents, recorded on the Catholic Church Identity Verification Form (DBS 3a/c) where applicable. Individuals eligible for an Enhanced DBS must also complete a confidential self-declaration (DBS 4), which is submitted directly to the diocesan safeguarding office or RLSS as appropriate. No DBS application may proceed until identity is verified, and no substantive ministry or role involving contact with children or adults at risk may begin until the DBS check, identity verification, and all associated safer-recruitment steps are fully completed.

5.4 Level of DBS Checking

- 5.4.1 Enhanced DBS required for regulated activity.
- 5.4.2 Renew every 3 years or via DBS Update Service.
- 5.4.3 Positive disclosures must be risk-assessed.

5.5 Blemished DBS Process

- 5.5.1** A blemished DBS must be referred immediately to the Province Safeguarding Lead, who will determine whether the individual's engagement must cease at once or whether the matter should be escalated to the Diocesan Safeguarding Coordinator for further assessment.
- 5.5.2** No ministry or apostolate may begin or continue until a formal, CSSA-standard risk assessment is completed.
- 5.5.3** The assessment must be recorded, proportionate, and defensible, with the safety of children and adults at risk as the overriding priority.
- 5.5.4** Copies of blemished DBS certificates must not be retained, in line with CSSA data-handling rules.
- 5.5.5** Conditions, restrictions, or removal from ministry may be required depending on the nature of the information.

6. Appointment

6.1 Conditional Appointment

No appointment is confirmed until DBS clearance, verified references, identity confirmation, self-declaration, and risk assessment are complete.

6.2 Deployment

No ministry or volunteering may begin before all checks are complete.

6.3 Transfers

Personnel moving into a role requiring a different level of check must undergo the appropriate DBS process.

7. Clergy and Religious

- 7.1.1** Recruitment of priests and sisters is carried out by the ICKSP superiors at the Institute's headquarters in Gricigliano, who are responsible for vocational discernment, formation, and suitability assessments before an individual is assigned to the GB Province. This internal process includes spiritual, pastoral, and behavioural evaluation in line with the Institute's constitutions.
- 7.1.2** Once a priest is appointed to serve in the UK, the appointee must have a testimonial of suitability and celebret in his possession, which is then submitted to the local ordinary for approval in accordance with the Catholic Church in England and Wales' safeguarding requirements.
- 7.1.3** This policy follows Canon 903 and Canon 678 §1 and §2, which require that clergy may minister only with a valid celebret or testimonial of suitability from their own ordinary and with the permission of the local bishop.
- 7.1.4** Although the Institute oversees the initial recruitment, all clergy and religious must still complete UK safeguarding checks, including Enhanced DBS (or equivalent for those without UK history), before beginning public ministry.

7.2 Short-Term Visitors and Supply Clergy

- 7.21** Short-term visitors and supply clergy may minister in an ICKSP apostolate only once their identity, good standing, and authorisation have been verified. They must provide a valid celebret or testimonial of suitability from their own ordinary or superior, sent in advance to the diocesan safeguarding office for clearance. No visiting cleric may begin public ministry until the diocesan bishop has granted permission and appropriate safeguarding checks are complete.
- 7.22** On arrival, visitors must receive a safeguarding briefing on local reporting procedures, boundaries, and expectations. They must not undertake regulated activity with children or adults at risk unless they hold an Enhanced DBS or equivalent clearance accepted by the diocese; where no DBS exists, ministry is restricted to what the diocesan safeguarding office permits. All documentation, permissions, and briefings must be recorded for audit purposes.

8. Induction

- 8.1** All personnel must receive safeguarding induction covering policy, reporting pathways, conduct, and confidentiality.

9. Record-Keeping

- 9.1** The Provincial maintains a central recruitment register including DBS status, references, identity checks, role descriptions, relevant risk assessments, and induction completion.
- 9.2** Records must be securely stored and available for CSSA or diocesan audit.

10. Review

- 10.1** Reviewed every 3 years or sooner if CSSA standards or diocesan guidance change, or if incidents identify learning needs.