

Safer Recruitment and People Management Matrix

Safer Recruitment and People Management (SRMP) is a vital requirement of Parish Safeguarding; crucial in preventing harm to children and adults at risk.

This matrix is intended to be an accessible reference document and highlights steps to take to be successful with SRPM.

Step One: Safer Recruitment and People Management training requirements

Understand who is required to complete the training by referring to the [Learning and Development Framework](#) (see section 4 for SRPM).

Required attendees:

- *Line managers and anyone involved in the recruitment of Church Officers (employees, elected members, and volunteers).*
- *Those with responsibility for administering DBS.*
- *Safeguarding Officers in all Church bodies.*
- *Ordinands during IME 1.*

Step Two: Safer Recruitment and People Management Training

Access and complete the SRPM training on the [Training Portal](#)

Step Three: The Guidance

ACCESS THE GUIDANCE
[\[CLICK HERE\]](#)

The Safer Recruitment and People Management guidance is incredibly helpful. It sets out the context, purposes and thinking behind the guidance which provides a level of understanding that should not be overlooked.

It also sets out a step-by-step guide to what needs to be followed to comply with SRPM when appointing roles.

There is guidance within the steps about what is required for different types of roles, including elected roles such as PCC members and Churchwardens.

Section 9 of the guidance focusses on DBS checks. For information on what level of DBS check is required for PCC members, please see the Quick Guide.

Step Four: Make things easier with Safeguarding Hubs

Clearly Simpler have set up Safeguarding Hubs which is an online tool that assists parishes to comply with the SRPM requirements and provides information and clarity on what is required for each step.

Information is available [here](#), to includes a brochure and a video.

To register to use the Safeguarding Hubs, please email safeguarding@lincoln.anglican.org

Step Five: Parish DBS administrator

DBS Administrators have a crucial role in the SRPM process.

[The Key Roles and Responsibilities guidance 2017](#) states:

Every parish should have a nominated person who is responsible for administration of DBS applications.

Parish Safeguarding Officers may incorporate the administration of DBS applications into his/her role, however, usual practice is to have an identified DBS Administrator.

In particular, the parish DBS Administrator is responsible for:

- Making sure all who need a DBS check in the parish have one, and making sure renewals are completed
- Establishing the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (DBS);
- Checking and validating the information provided by the applicant on the application form;
- Ensuring the application form is fully completed and the information it contains is accurate.

Information for DBS Administrators can be found on the Diocese of Lincoln website [here](#) .

For DBS Administrator enquiries you can contact: DBS-checking@lincoln.anglican.org