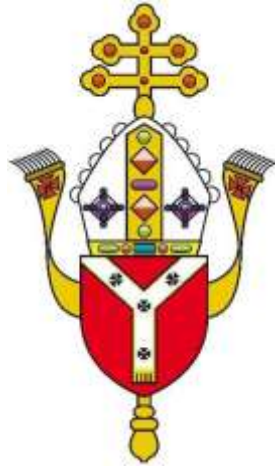


DIOCESE OF WESTMINSTER



SAFE RECRUITMENT POLICY – **SAFEGUARDING SERVICE**

Policy prepared by:	Head of Safeguarding
Third Party Policy:	No
Approval of the Safeguarding Committee	02 July 2026
Approval of The Directors of the Trustee	10 July 2026
Review Date	July 2029

1. The Diocese of Westminster is committed to safeguarding and promoting the welfare of children, young people, and adults at risk.
2. As part of its commitment to ensuring that children, young people and adults are kept safe from harm, the Diocese of Westminster will apply robust selection and appointment processes to anyone who is applying to volunteer, work or minister within the Church in a role which gives them direct access to vulnerable groups
3. Reliance on a practice of untested trust is insufficient and we aim to adhere to the highest standards of practice and public accountability, while continuing to foster a spirit of trust and openness that reflects the values of the Church.
4. The Diocese is committed to ensuring that anyone in a paid or voluntary role for the Diocese is safely recruited. The Diocese of Westminster operates a 3-year re-check policy. All those in DBS eligible roles must have a DBS issued within the last 3 years. Anyone who does not have a current DBS or refuses to be re-checked will be asked to step down from their role immediately
5. The Diocesan Safeguarding Service will provide ongoing support to Parish Priests, PSR's and Parish Administrators on matters relating to the Safer Recruitment process, submission and record keeping process
6. Where, following a DBS check, the Safeguarding Service receives a DBS notification from the Registered Body indicating there is a blemished DBS, the internal blemished DBS process will be activated.
7. As part of Safer Recruitment, the Diocese of Westminster has a commitment to promoting the culture of safeguarding in all that we do and everyone undertaking a role on behalf of the Diocese must complete safeguarding training in accordance with the Diocesan training framework and strategy.

Details of the current offer can be found on our website here:

<https://rcdow.org.uk/safeguarding/safeguarding-training/>

8. This policy applies to Clergy, Seminarians, Staff and Volunteers working within the Diocese of Westminster church settings and should be read in conjunction with related or referenced policies:
 - Diocesan Recruitment Policy
 - [National Safeguarding Policy](#)
 - [GOV.UK DBS Checks for working with children in places of worship](#)
9. Safe Recruitment data is recorded and reported to the Diocesan Safeguarding Committee on a quarterly basis for governance and oversight. Safe Recruitment Information and Data is retained in accordance with the Diocesan Privacy and CSSA Data Retention policies. A link to the Diocesan [Privacy Statement](#) is available on our website.
10. The Diocesan Safer Recruitment procedures linked to this policy document can be found [here](#).