



St Nicholas Church Safer Recruitment and Selection Policy and Operating Procedure

1. Introduction

1.1. This document sets out St Nicholas Church policy and operating procedure on safer recruitment and selection. St Nicholas Church is committed to treating all employees and applicants fairly and to recruit the best person for each role within the Church.

1.2. No decision regarding employment should be made without the decision maker having read, understood and complied with this policy, or those related to this policy, and where appropriate without the involvement of the diocesan HR service.

2. Scope

2.1. This policy is applicable to the recruitment and selection of employees who are to be engaged to provide services for the St Nicholas Church, irrespective of whether it is for temporary or fixed term or a permanent duration. This policy will be made available to all employees and applies to both internal and external recruitment.

2.2. This policy also applies to individuals who are involved in St Nicholas's processes and procedures, including job applicants, employees, clergy, scholars and agency workers.

2.3. St Nicholas Church is committed to Safer Recruitment principles and practices.

3. Key Responsibilities

3.1. St Nicholas Church PCC

- to endorse and commit to the Safer Recruitment and Selection Policy and Operating Procedure.

3.2. St Nicholas Church PCC is responsible for:

- managing appeals against this policy raised by applicants.
- the approval process for this policy and procedure.

3.3. St Nicholas Church PCC is responsible for ensuring that:

- the policy, principles and processes reflect good practice and meet legal requirements that will protect St Nicholas Church and its employees and also applicants who experience the St Nicholas Church recruitment and selection process.
- all staff involved in the recruitment and selection processes have received relevant training.
- recruitment and selection exercises operate in accordance with the approved policy.
- St Nicholas Church abides by the Safer Recruitment and People Management Guidance issued by the Church of England.

3.4. The Vicar and Church Wardens are responsible for:

- promoting the principles of this policy to staff.
- adhering to the principles and process when engaged in recruitment and selection activity.
- ensuring they have completed the relevant training to be able to participate in the recruitment and selection exercises.

3.5. Staff are responsible for:

- reading and understanding the contents of this policy and ensuring that when participating in any aspect of recruitment and selection within St Nicholas Church that they adhere to the principles and process outlined in this policy.

4. Recruitment Principles

- 4.1. All staff who take part in recruitment and selection exercises will have completed the Safer Recruitment and People Management training, and any other training deemed necessary.
- 4.2. The Vicar and Church Wardens will have overall responsibility for the recruitment process, including the shortlisting panel and interview panel.
- 4.3. Any qualifications or requirements listed on the job description will only be categorised as essential criteria if they can be justified in terms of the role to be done.
- 4.4. Information collected through equality monitoring is used only to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.
- 4.5. Selection tests will be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.
- 4.6. It is not permitted for internal or external candidates to canvas interview panel members. Any applicant found to be canvassing the panel will be disqualified from the recruitment process.
- 4.7. Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment will be kept by the Church Office for no longer than 6 months in compliance with the UK General Data Protection Regulation and Data Protection Act 2018. Records will then be disposed of confidentially.
- 4.8. St Nicholas Church is able to make reasonable adjustments throughout the recruitment and selection process for any applicant who has a disability.

5. Safer Recruitment at St Nicholas Church

- 5.1. When a vacancy arises the Vicar will review the job description and person specification to ensure that the content is reflective of the vacancy. The Vicar will also complete the 'DBS Role Assessment' form to identify whether the role will require a Disclosure and Barring Service check and if so, what level is required. This will then be reflected in the job description. This will include consideration as to whether the job involves any 'Regulated Activity' with children and/or vulnerable adults.
- 5.2. Individuals will be screened against the job requirements highlighted in the job description. An applicant should meet the 'Essential' criteria of the role to be shortlisted for an interview.
- 5.3. Individuals interested in applying for a position with St Nicholas Church will be provided with an application form and full job description which will include all the information they will need about St Nicholas Church and the advertised role. Applicants should apply for a role with St**

Nicholas Church by completing the relevant application form, which requires the applicant to provide all the necessary information.

5.4. Any gaps in employment should be explained at either the application stage or the interview itself to the satisfaction of the Vicar.

- 5.5. All interviews will be carried out face to face. If this is not possible, interview via video calling may be permissible providing prior approval has been sought from the Diocesan HR service.
- 5.6. All candidates who are successful at interview and are offered a role, will be required to provide details of at least two referees, one must be from their most recent employment.
- 5.7. Where the role requires a DBS check level Enhanced or above the successful candidate will be required to complete a confidential declaration form.
- 5.8. All successful candidates will be asked at the offer stage to provide documentary evidence of their right to live and work in the UK..
- 5.9. Candidates will not be able to start in the role until all pre-employment checks have been completed, this includes a DBS check if necessary, a confidential declaration form where required, the receipt of two satisfactory references and a right to work check.

6. Procedure

All recruitment must follow the steps outlined below:

- 6.1. The Vicar must produce a job description with full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification section of the job description. If one already exists, the recruiting manager should review this against the current requirements of the role.
- 6.2. Once the vacancy has closed, the Vicar must ensure that all applicants are shortlisted in line with the 'Essential' and 'Desirable' criteria listed on the job description. The Church Office will arrange for shortlisted candidates to be invited to interview, allowing candidates sufficient time to prepare and make their respective necessary arrangements.
- 6.3. The Vicar must ensure that all candidates who are interviewed are put through the same process and asked the same questions to ensure a fair process has taken place. Should the Vicar wish to conduct an assessment as well as a standard interview, advice and guidance should be sought from the Diocesan HR service and an 'Equality Risk Assessment' completed.
- 6.4. The Church Office will arrange for all candidates who are unsuccessful at the interview stage to be informed in writing. The Vicar will make the successful candidate a conditional offer of employment, which should set out the terms of employment offered.
- 6.5. All offers are subject to two satisfactory references, a check on relevant qualifications and eligibility to work in the UK. St Nicholas Church reserves the right to request a third reference where appropriate.
- 6.6. The Church Office will take up references as part of the pre-employment check process and requests for references will be made following the conditional offer being made to the successful candidate. The references must be signed off by the Vicar to ensure that they are satisfactory.

- 6.7. If the DBS check or confidential declaration form are not satisfactory, the offer may be revoked. Similarly, the job offer may be withdrawn if the references are not satisfactory. Advice should be sought from the Diocesan HR service before a job offer is revoked.
- 6.8. Under no circumstances is a new employee permitted to take up their employment with St Nicholas Church until all pre-employment checks are completed satisfactorily.
- 6.9. Documentation from the shortlisting and interviews must be returned to the Church Office for secure storage. Only those that require access for specific and authorised purposes will be able to access this information. Once the period of retention has expired the documentation will be disposed of.
- 6.10. Once all pre-employment checks have been completed satisfactorily, confirmation of employment can be sent to the candidate and a start date agreed. The employee will be provided with two copies of their Written Statement of Employment Particulars prior to commencing employment. This must be signed and returned prior to commencing in the role with the St Nicholas Church.
- 6.11. The Church Office is responsible for ensuring the new employees' induction is completed.
- 6.12. All new employees will be subject to a probation period.

7. Appeals

- 7.1. Employees who have concerns about any aspect of this policy or its operation should use St Nicholas's Grievance Policy.
- 7.2. Prospective employees who have concerns about any aspect of this policy or its operation should write to St Nicholas Church PCC following the St Nicholas Church complaints process.

8. Changes to this Policy

- 8.1. This policy is non-contractual and St Nicholas Church reserves the right to change this policy at any time. St Nicholas Church employees will be notified of any such changes according.

9. Review

- 9.1.1 St Nicholas Church will review this policy in line with the timescale below and also when there are any relevant changes in employment law that may affect the current content of this policy.

Policy Author	St Nicholas Church PCC
Date Written	February 2025
Approved By St Nicholas Church PCC	24 March 2025
Implementation Date	24 March 2025
Policy Review Date	March 2026
Lead Reviewers	St Nicholas Church PCC

St Nicholas Church

Whistleblowing Policy

Date of Approval by St Nicholas Church PCC: 24 March 2025

Next Review Date: March 2026

Policy Owner: St Nicholas Church PCC

17ST NICS “WHISTLEBLOWING” POLICY

- 17.4 The policy of the PCC is to safeguard the interests of any of its employees when they act as alerters regarding any neglect or abuse, mental, physical, emotional, sexual, racial/ethnic or financial, of service users or any similar abuse of colleagues.
- 17.5 The PCC accepts that it is bound by legislation in the Public Interest Disclosure Act 1998 and guarantees that procedures will be invoked in ways which do not prejudice the “whistleblower’s” own position and prospects.
- 17.6 The PCC will protect the employee against victimisation and provide support throughout the investigation process.
- 17.7 The PCC is committed, through training, to ensuring that employees have:
- 44.4.1 Knowledge and understanding of protection procedures
 - 44.4.2 Are committed to emphasising that harassment is unacceptable
 - 44.4.3 Are enabled to identify oppressive abuse when it occurs
 - 44.4.4 Are informed regarding their individual duty to act to protect service users
 - 44.4.5 Are made aware of measures to safeguard their interests if they act as “whistleblowers”
 - 44.4.6 Are made aware of their rights under the Public Interest Disclosure Act 1998.
- 17.8 The PCC through its training, instructs its employees that it is their duty to their employer and their professional obligation to raise legitimate concerns about suspected misconduct by colleagues, managers or those with whom it works.
- 17.9 The PCC sees its employees in the roles of alerters to promote the safeguarding of the rights of others, to log any concerns and report such concerns to appropriate managers or members of the PCC. Alerters are not being asked to verify or prove that concerns are true.
- 17.10 The PCC undertakes to protect its employees from victimisation when they act as alerters.
- 17.11 Employees who are concerned about any malpractice but unsure whether to blow the whistle or to stay silent or are unclear about how to go about blowing the whistle may obtain free expert help from the independent charity “Public Concern at Work”, Suite 306, 16 Baldwins Gardens, London, EC1N 7RJ. Telephone: 0207 404 6609
- 17.12 If you are concerned about any form of malpractice covered by this policy, you should normally raise the issue with your immediate superior. If you feel you cannot tell your immediate superior, for whatever reason, you should raise the issue with a Church Warden.

A concern can be raised by telephone, in person or in writing. It is preferable if it is made in writing. Although you are not expected to prove the truth of your concern beyond

Procedure

- 17.13 The PCC through its training, instructs its employees that it is their duty to their employer and their professional obligation to raise legitimate concerns about suspected misconduct by colleagues, managers or those with whom it works.
- 17.14 The PCC sees its employees in the roles of alerters to promote the safeguarding of the rights of others, to log any concerns and report such concerns to appropriate managers or members of the PCC. Alerters are not being asked to verify or prove that concerns are true.
- 17.15 The PCC undertakes to protect its employees from victimisation when they act as alerters.
- 17.16 Employees who are concerned about any malpractice but unsure whether to blow the whistle or to stay silent or are unclear about how to go about blowing the whistle may obtain free expert help from the independent charity "Public Concern at Work", Suite 306, 16 Baldwins Gardens, London, EC1N 7RJ. Telephone: 0207 404 6609
- 17.17 If you are concerned about any form of malpractice covered by this policy, you should normally raise the issue with your immediate superior. If you feel you cannot tell your immediate superior, for whatever reason, you should raise the issue with a Church Warden.
- 17.18 A concern can be raised by telephone, in person or in writing. It is preferable if it is made in writing. Although you are not expected to prove the truth of your concern beyond doubt or provide evidence, you will generally need to provide, as a minimum, details of the nature of the concern and why you believe it to be true, and the background and history of the concern (giving relevant dates where possible).
- 17.19 We are committed to ensuring that all disclosures raised will be dealt with appropriately, consistently, fairly and professionally. We will arrange a meeting as soon as possible to discuss the concern raised. You may bring a colleague or trade union representative to any meeting that takes place. The companion must respect the confidentiality of the disclosure and any subsequent investigation. We may ask you for further information about the concern raised, either at this meeting or at a later stage.
- 17.20 After the meeting, we will decide how to respond. Usually this will involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage which may be formal or informal depending on the nature of the concern raised. We will endeavour to complete investigations within a reasonable time.

We will keep you informed of the progress of the investigation carried out and when it is completed, and give you an indication of timings for any actions or next steps that we will take, but we cannot inform you of any matters which would infringe any duty of confidentiality owed to others

St Nicholas Church

Recruitment of Ex-Offenders Policy

Date of Approval by St Nicholas Church PCC: 24 March 2025

Next Review Date: March 2026

Policy Owner: St Nicholas Church PCC

Introduction

1. St Nicholas Church welcomes applications for both paid and voluntary positions from interested and suitably qualified people, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. Applications from ex-offenders will be considered on their merit.
2. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for eligible posts, St Nicholas Church undertakes to treat all applicants for positions fairly and not to discriminate on the basis of conviction or other information revealed. An application for a criminal record check is only submitted to the DBS for relevant roles in accordance with legislation and guidance from central government and the Church of England and it is proportionate and relevant to the position concerned. A disclosure is only requested where DBS eligibility criteria is met.
3. St Nicholas Church is committed to the fair treatment of its staff (paid and voluntary), potential staff/officers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

Policy Scope

4. St Nicholas Church will apply this policy to office-holders, employed/paid and volunteer roles.
5. St Nicholas Church follows the requirements of the Church of England's Safer Recruitment and People Management Policy including the requirement to make this policy available to all applicants at the start of the recruitment process.
6. This policy statement sits alongside other Church of England policies and practice guidance relating to recruitment/appointment processes and safeguarding.

Disclosure and Barring Service

7. As an organisation which assesses applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St Nicholas Church undertakes to treat all applicants for positions fairly, and to make all those who are subject to a criminal record check aware of this code of practice.
8. St Nicholas Church will only ask an individual to provide details of convictions and cautions that the employer is legally entitled to know about, where a DBS certificate at either Standard or Enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
9. Unless the nature of the position allows for questions about an entire criminal record to be asked, St Nicholas Church will only ask an individual about "unspent" convictions and cautions as defined in the Rehabilitation of Offenders Act 1974. Employers of occupational groups and professions which involve substantial contact with/or access to children, young people and vulnerable adults have a legal obligation to ask applicants for details of convictions, irrespective of whether they are spent or unspent, under the Exemptions Order of the Rehabilitation of Offenders Act.

Recruitment Process

10. St Nicholas Church selects all candidates for interview based on their skills, qualifications and experience (excepting where there is an 'occupational requirement' as laid out under the terms of the Equality Act 2010).
11. Those involved in the recruitment process are required to undertake suitable training, including the Church of England's Safer Recruitment and People Management training.
12. An application for a criminal record check is only submitted after a thorough assessment has indicated that this is both proportionate and relevant to the position concerned. This assessment will determine the level of DBS check that is appropriate and whether a Church of England Confidential Declaration Form (CDF) is required.
13. For positions where these measures are considered to be necessary, this is made known to applicants at the start of the recruitment process, along with the level of check that will be required. A privacy notice is made available to applicants which explains how their personal data will be used by St Nicholas Church.
14. Access to CDFs and DBS checks will be limited to those whose role requires such access as part of the recruitment and management process. This will typically include the Operations Manager, Vicar and Parish Safeguarding Officer who will review and assess any information disclosed.
15. Any disclosure of a caution or conviction, whether for a serious violent and/or sexual offence or a conviction resulting in a custodial offence (whether or not suspended), or other intelligence information disclosed, will be referred to the Parish Safeguarding officer for an initial assessment. They will consult as appropriate with the individual responsible for the recruitment process to determine whether the disclosure may affect suitability for the role and whether any risk can be effectively mitigated. A disclosure is not necessarily a barrier to undertaking the position the individual applied for.
16. At interview, or in a separate discussion, St Nicholas Church ensures that there is an open and measured discussion of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
17. Offers of employment or of voluntary work are conditional based on satisfactory completion of the DBS check and receipt of satisfactory references. St Nicholas Church undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer.

St Nicholas Church

Website Privacy Policy

NAME	Privacy Policy	St Nicholas Church, Durham
CONTACT INFO	NAME	Data Controller
	PHONE	0191 3841180
	EMAIL	office@stnics.org.uk
DATE: February 2025		AUTHOR: Data Controller
Revision: Version 1		
Version History		• Document Created February 2025

BACKGROUND:

St Nicholas Church understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits this website, Stnics.org.uk ("Our Site") and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is deemed to occur upon your first use of Our Site. If you do not accept and agree with this Privacy Policy, you must stop using Our Site immediately.

1. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

"Account"	means an account required to access and/or use certain areas and features of Our Site;
"Cookie"	means a small text file placed on your computer or device by Our Site when you visit certain parts of Our] Site and/or when you use certain features of Our Site. Details of the Cookies used by Our Site are set out in Part 14, below; and
"Cookie Law"	means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003;]

2. Information About Us

Our Site is owned by St Nicholas Church PCC, a registered charity no 1133809. It is operated by the St Nicholas Church Staff Team.

Registered address: Market Place, Durham DH1 3NJ.

Data Protection Officer: office@stnics.org.uk

Telephone number: 0191 3841180

3. What Does This Policy Cover?

This Privacy Policy applies only to your use of Our Site. Our Site may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

4. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

5. What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- A. The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 15.
- B. The right to access the personal data we hold about you. Part 13 will tell you how to do this.
- C. The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 15 to find out more.
- D. The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 15 to find out more.
- E. The right to restrict (i.e. prevent) the processing of your personal data.
- F. The right to object to us using your personal data for a particular purpose or purposes.
- G. The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- H. Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 15.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

6. What Data Do We Collect?

Depending upon your use of Our Site, we may collect some or all of the following personal and non-personal data (please also see Part 14 on our use of Cookies and similar technologies:

- Name;
- Email address;
- Information about your preferences and interests;
- IP address;
- Web browser type and version;
- Operating system;
- A list of URLs starting with a referring site, your activity on Our Site, and the site you exit to.

7. How Do You Use My Personal Data?

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for the following purposes:

- Providing and managing your Account;
- Providing and managing your access to Our Site;
- Personalising and tailoring your experience on Our Site;
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email AND/OR post that you have opted-in to (you may unsubscribe or opt-out at any time by contacting us or by following the unsubscribe link in our emails.
- Analysing your use of Our Site and gathering feedback to enable us to continually improve Our Site and your user experience.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email AND/OR telephone AND/OR post with information, news, and offers on our products AND/OR services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

Third Parties (including The Church of England and Other Ecumenical partners and organisations whose content appears on Our Site may use third-party Cookies, as detailed below in Part 14. Please refer to Part 14 for more information on controlling cookies. Please note that we do not control the activities of such third parties, nor the data that they collect and use themselves, and we advise you to check the privacy policies of any such third parties.

8. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following

periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

- The duration is set by your browser's Cache for website stored data.

9. How and Where Do You Store or Transfer My Personal Data?

We will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR.

10. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes, subject to one important exception.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

11. How Can I Control My Personal Data?

- In addition to your rights under the GDPR, set out in Part 5, when you submit personal data via Our Site, you may be given options to restrict our use of your personal data. In particular, we aim to give you strong controls on our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from us which you may do by unsubscribing using the links provided in our emails and by managing your Account).
- You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service ("the TPS"), the Corporate Telephone Preference Service ("the CTPS"), and the Mailing Preference Service ("the MPS"). These may help to prevent you receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

12. Can I Withhold Information?

You may access Our Site without providing any personal data at all. However, to use all features and functions available on Our Site you may be required to submit or allow for the collection of certain data. You may restrict our use of Cookies. For more information, see Part 14 and Cookie Policy.

13. How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request". All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 15.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within 21 days and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

14. How Do You Use Cookies?

Our Site may place and access certain first-party Cookies on your computer or device. First-party Cookies are those placed directly by us and are used only by us. We use Cookies to

facilitate and improve your experience of Our Site. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.

By using Our Site, you may also receive certain third-party Cookies on your computer or device. Third-party Cookies are those placed by websites, services, and/or parties other than us. Third-party Cookies are used on Our Site for capturing analytics on how Our Site is used by you. For more details, please refer to the table below. These Cookies are not integral to the functioning of Our Site and your use and experience of Our Site will not be impaired by refusing consent to them.

All Cookies used by and on Our Site are used in accordance with current Cookie Law. Before Cookies are placed on your computer or device, you will be shown a banner at the bottom of the screen requesting your consent to set those Cookies. By giving your consent to the placing of Cookies you are enabling us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of Our Site may not function fully or as intended.

[Certain features of Our Site depend on Cookies to function. Cookie Law deems these Cookies to be “strictly necessary”. These Cookies are shown in the table below. Your consent will not be sought to place these Cookies, but it is still important that you are aware of them. You may still block these Cookies by changing your internet browser’s settings as detailed below, but please be aware that Our Site may not work properly if you do so. We have taken great care to ensure that your privacy is not at risk by allowing them.

The following first-party Cookies may be placed on your computer or device:

Name of Cookie	Duration	Purpose	Strictly Necessary
bSession	24 hrs	System effectiveness measurement	yes
hs	Session	Security Cookie for Hive (legacy)	Yes
server-session-bind	Session	Cookie for API protection	Yes
svSession	6 months	Analytics	No
XSRF-TOKEN	Session	Cookie for fraud detection of calls	Yes

and the following third-party Cookies may be placed on your computer or device:

Name of Cookie	Provider	Purpose
_wix_browser_sess	Wix	Required for site functionality
_wixCIDX	Wix	Required for site functionality
consent-policy	Wix	Records cookie consent
svSession	Wix	Analytics
XSRF-TOKEN	Wix	Fraud detection of calls

Our Site uses analytics services provided by Google and Wix. Website analytics refers to a set of tools used to collect and analyse anonymous usage information, enabling us to better understand how Our Site is used. This, in turn, enables us to improve Our Site making it a better and more useful experience for you.

The analytics service(s) used by Our Site use(s) Cookies to gather the required information. You do not have to allow us to use these Cookies, however whilst our use of them does not pose any risk to your privacy or your safe use of Our Site, it does enable us to continually improve Our Site, making it a better and more useful experience for you.

The analytics service(s) used by Our Site use(s) the following Cookies:

Name of Cookie	First / Third Party	Provider	Purpose
_ga	third	Google	analytics
_gid	third	Google	analytics
_gat	third	Google	analytics
CONSENT	third	Google	Analytics / Google Maps
svSession	both	Wix	analytics

In addition to the controls that we provide, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all Cookies or only third-party Cookies. By default, most internet browsers accept

Cookies, but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

You can choose to delete Cookies on your computer or device at any time, however you may lose any information that enables you to access Our Site more quickly and efficiently including, but not limited to, login and personalisation settings.

It is recommended that you keep your internet browser and operating system up-to-date and that you consult the help and guidance provided by the developer of your internet browser and manufacturer of your computer or device if you are unsure about adjusting your privacy settings.

15. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of The Data Controller – Subject Access Request):

Email address: office@stnics.org.uk **Telephone number:** 0191 3841180.

Postal Address: St Nicholas Church, Market Place, Durham, DH1 3NJ

16. Changes to this Privacy Policy

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.

St Nicholas Church Confidential Declaration Form

Confidential Declaration Form and Privacy Notice Guidance

This form must be completed by all applicants for roles engaging in regulated activityⁱ or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergyⁱⁱ, as well as all Church Officersⁱⁱⁱ who are applying for a role that has been assessed as requiring an Enhanced Disclosure and Barring Service (DBS) (with/without Barred List) check. The nature of these roles means they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974 (ROA 1974) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (the ROA Order 1975 (as amended)).

All individuals applying to work/volunteer in such roles will be subject to a satisfactory Enhanced DBS (with/without Barred List) check before the appointment is confirmed as well as a satisfactory Enhanced DBS (with/without Barred List) re-check every 3 years.

You are required to disclose **all** unspent convictions and conditional cautions and **all** spent^{iv} convictions and adult cautions that are not protected^v (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account.

A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.

If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from the appointing organisation/responsible person/recruiter, an organisation such as NACRO or Unlock^{vi}, or a solicitor.

Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place^{vii}. Copies of these documents are available on request and the DBS Code of Practice is available from the DBS via [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/dbS-code-of-practice)

The accompanying Privacy Notice explains how the information you supply on this form is used and your rights with respect to that data as required by the UK General Data Protection Regulation, (the "UK GDPR"), and the Data Protection Act 2018, (the "DPA 2018"). If applicable, please inform relevant members of your household that you have included their details on this form and give them a copy of the Privacy Notice (it will only be applicable if members of your household have been included in the response to a question on the form, e.g. Qs.6 & 7).

This Confidential Declaration Form and Privacy Notice must be used within the Diocese in Europe, the Channel Islands and Sodor & Man, subject to relevant legislative variations/modifications and/or unless there is specific local legislation in a jurisdiction that would prevent its use in its current format.

Section A

PERSONAL DETAILS

This section must be completed by all applicants.

Title (Mr/Mrs/Miss/Ms/Other):

Click or tap here to enter text.

Surname:

Click or tap here to enter text.

Forename(s):

Click or tap here to enter text.

D.O.B.:

Click or tap here to enter text.

Home Address:

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Telephone No.:

Click or tap here to enter text.

Role Applied for:

Click or tap here to enter text.

Role Location:

Click or tap here to enter text.

Section B

Please fully complete all relevant sections.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? If yes, please provide details:

Yes

☐

No

☐

Click or tap here to enter text.

-
- | | | | |
|----|--|-------------------------------------|------------------------------------|
| 2. | Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? | Yes

<input type="checkbox"/> | No

<input type="checkbox"/> |
|----|--|-------------------------------------|------------------------------------|

If yes, please provide details:

Click or tap here to enter text.

- | | | | |
|----|--|-------------------------------------|------------------------------------|
| 3. | Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details: | Yes

<input type="checkbox"/> | No

<input type="checkbox"/> |
|----|--|-------------------------------------|------------------------------------|

Click or tap here to enter text.

- | | | | |
|----|--|-------------------------------------|------------------------------------|
| 4. | Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details: | Yes

<input type="checkbox"/> | No

<input type="checkbox"/> |
|----|--|-------------------------------------|------------------------------------|

Click or tap here to enter text.

5. Is your role deemed “home based”, as per the DBS definition^{viii}?

Yes ☐ (proceed to Question 6.)

No ☐ (proceed to Question 8.)

- | | | | |
|----|---|-------------------------------------|------------------------------------|
| 6. | If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and/or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details ^{ix} : | Yes

<input type="checkbox"/> | No

<input type="checkbox"/> |
|----|---|-------------------------------------|------------------------------------|

Click or tap here to enter text.

7. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who is at present the subject of a criminal/police enquiry investigation/pending prosecution? If yes, please provide details:
- | | Yes | No |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

8. Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries:
- | | Yes | No |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

9. Does your role involve engaging in regulated activity with children^x?

Yes ☐ (proceed to Question 10.)

No ☐ (proceed to Question 11.)

10. Are you or have you ever been barred from work with children?
- | | Yes | No |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |

11. Does your role involve regulated activity with vulnerable adults^{xi}?

Yes ☐ (proceed to Question 12.)

No ☐ (proceed to Question 13.)

12. Are you or have you ever been barred from work with vulnerable adults?
- | | Yes | No |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |

13. Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm^{xiii}? If yes, please provide details:
- | | Yes | No |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

-
- | | | | |
|-----|--|-------------------------------------|------------------------------------|
| 14. | Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order: | Yes

<input type="checkbox"/> | No

<input type="checkbox"/> |
|-----|--|-------------------------------------|------------------------------------|

Click or tap here to enter text.

15. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren's previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.

- | | | |
|--|-------------------------------------|------------------------------------|
| Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details: | Yes

<input type="checkbox"/> | No

<input type="checkbox"/> |
|--|-------------------------------------|------------------------------------|

Click or tap here to enter text.

- | | | | |
|-----|---|-------------------------------------|------------------------------------|
| 16. | Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details: | Yes

<input type="checkbox"/> | No

<input type="checkbox"/> |
|-----|---|-------------------------------------|------------------------------------|

Click or tap here to enter text.

Declaration

I declare the above information and that on any additional sheets (number attached: __) is true, accurate and complete to the best of my knowledge. After I have been appointed and during my appointment, I agree to inform the responsible person immediately if my answers to any of the above questions change and provide the relevant details.

Signed:

Click or tap here to enter text.

Date:

Click or tap to enter a date.

Consent statement (this statement should only be signed if the answer to Question 8. is Yes)

I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check.

Signed:

Click or tap here to enter text.

Date:

Click or tap to enter a date.

Please return the completed form in a separate, sealed envelope, marked private & confidential to: The Church Office or via secure email to: Office@stnics.org.uk

St. NIC'S CHURCH SAFEGUARDING STATEMENT

In accordance with the Church of England Safeguarding Policy, our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops' guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

A copy of the full Safeguarding Policy can be obtained on request from office@stnics.org.uk

Our Parish Safeguarding Officer, Lizzie Hare, is the first person to speak to if you have any concerns around the safety or welfare of a child, young person or vulnerable adult.

If you have any concerns please email safeguarding@stnics.org.uk or, in an emergency, call the Police on 999 and ask for the Child Protection Team.