

Safe Recruitment in the Chaplaincy of the Holy Spirit, Costa Blanca North

Policy Statement and Intent

Introduction

There are both legal and moral issues underpinning the recruitment and employment procedure for persons who will carry out duties on behalf of the Chaplaincy, whether paid or unpaid

While this procedure is based on policy and procedure (and relevant training) set out and provided by both the Church of England and the Diocese in Europe, it also has to follow the legal requirements of the Spanish State, some of which may conflict with Church of England understanding or concept

In respect of these, this policy, and the practical process adopted to carry out this policy, sets out clearly the manner and order which this Chaplaincy requires for implementation, such that compliance can be assured

The Statement of Policy

The Standing Committee of the Chaplaincy of the Holy Spirit undertakes to ensure, so far as is reasonably practical, that all procedures involved in recruitment of paid or unpaid workers shall follow the guidance issued by the Church of England and the Government of Spain, and that all stages of any such procedure be adequately recorded in order to produce evidence of due diligence followed during all stages of the process

Definitions and Understanding for Clarity

Church of England

The term used here as 'Church of England' should be understood so as to include the Diocese in Europe - where specific mention is made of the Diocese in Europe, this should be taken to include measures of the Church of England as implemented specifically by the Diocese in Europe

Chaplaincy of the Holy Spirit

This is the entity registered with the Subdirección General de Libertad Religiosa of the Spanish Government

la entidad **CAPELLANIA ANGLICANA DE LA COSTA BLANCA**, inscrita en el Registro de Entidades Religiosas con el número **016346**, por la que formula petición de que se anote en dicho Registro, de conformidad con lo dispuesto en el artículo 14 del Real Decreto 594/2015, de 3 de julio,

Standing Committee

The persons elected by the membership (that is, those on the electoral roll) and registered by the State of Spain as 'responsible' for the management of the Chaplaincy - in this case the 'President', (normally, but not necessarily, the senior or lead chaplain), the Secretary, the Treasurer, and the two Chaplaincy Wardens

In addition to this group, and certainly in the total process of safe recruitment, the Chaplaincy Safeguarding Officer is co-opted, and regarded as an additional member of this committee for oversight purposes

Reasonably practical

This assumes that all stages involved in the process and implementation of the recruitment policy have been carried out according to best ability of those involved - the test of 'reasonableness' is assumed to be that in UK law, but may be legally challenged

Paid worker

Any individual permanently contracted to the Chaplaincy (that is, with a formal contract between the Chaplaincy and the individual for full or part time employment, (this contract being formally lodged with the appropriate department(s) of the Spanish Government, and who receives regular payment for services to the Chaplaincy)

Other paid workers (for example tradespeople and occasional workers) are to be carefully chosen wherever possible

Unpaid worker

Any individual who works for the Chaplaincy on a voluntary or unpaid basis

Church of England Guidance

Any guidance issued by the Church of England to Chaplaincies is most likely to be based on UK law, and should be followed, **unless** there is any guidance specific to the State of Spain which may supercede that issued by the Church of England - **it must be remembered that the chaplaincy operates in Spain**

Guidance should be sought from the office of the Diocese in Europe, and from Federación de Entidades Religiosas Evangélicas de España (FEREDE), this being the agency established to assist and support Church of England (among others) activities in Spain - they will offer the Spanish opinion of any such guidance required

Procedures for Safe Recruitment

This policy is supported by a structured methodology to be followed in all cases for recruiting persons to work on behalf of the Chaplaincy, whether paid or unpaid

- Part 1 Safeguarding requirements for voluntary positions
- Part 2 Safeguarding requirements for paid positions
- Part 3 Checklist and procedure for appointment to paid positions
- Part 4 Appointment in the event of a criminal record disclosure
- Part 5 Clergy equal opportunities in Spain, and specifically in our chaplaincy