

## HALLAM CATHOLIC SAFEGUARDING COMMISSION

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### 2013 Interview Guidance

“All applicants for paid or voluntary work with children, young people and vulnerable adults must be interviewed before being appointed, The interview might be conducted by the Parish Priest, group leader and Local Safeguarding Rep. As to the degree of formality, the interviewers should bear in mind the nature of the post/role, level of responsibility it carries, and the maturity and experience of the applicant.”

(Parish Pack p.32 and 33)

#### Interview guidance

The word interview will be off putting to some. However, we are trying to ensure that in all cases there is a “structured discussion” which demonstrates best practice principles.

#### Preparation

- Make the process as informal as possible
- The location should ideally be at a neutral location and not in the person’s home
- Make it as short as possible. An hour and a half is too long for volunteers
- The discussion should be conducted by people who are not personal friends or colleagues
- Use LSRs or leaders in other parishes if that helps
- You should prepare by reading the application form and any background information
- You should decide:
  - The areas you wish to cover
  - What specific questions to ask
  - Any difficulties you anticipate and contingencies for dealing with those
- The smaller the panel the better - ideally two people – and think about specific reasons for involving them
- The panel does not have to involve the LSR as long as safeguarding is considered

## **The discussion**

- Explain, before you start, that you have to make a brief record of the discussion
- During the structured discussion you are trying to:
  - Establish the applicants understanding of the role
  - Establish motivation for taking on the role – for example, are they doing it under duress?
  - Establish relevant experience, but don't dismiss people who don't have experience. You are looking for motivation and capacity – skills and knowledge can be built on through training
  - Establish appropriate attitudes to the group with whom they might be volunteering
- Sometimes people need help in identifying the relevant skills. You need to tease that out
- Using a scenario based on what might occur in the group or activity for which they are applying is a good way of establishing where they're at currently and a base line for development. Remember safe recruitment does not stop when people are in role
- Be very careful about probing the medical section. It's ok to ask how a person thinks medical problems disclosed might impact on the role but you are not asking for details of that condition. Assume that any issues arising from the information they have shared will have been dealt with by DSC and you will be told by the DSC what you need to know

## **At the end of the discussion**

- You cannot promise that the applicant has been successful and can be appointed subject to satisfactory checks
- You can say that you will make your recommendation and the Diocesan office will advise when a decision to appoint has been made
- Clarify that if there is a problem with the checks the DSC will contact the applicant directly
- You should make a brief record and return to the Safeguarding Office with your recommendations
- Once a decision is made and you are notified, the applicant needs to complete the relevant declaration (attached) if they have not already done so