



## CMFOT Recruitment Policy

**Policy Author:** Heather Tallents (HR and Administration Director)  
**This policy applies to:** Staff, Voluntary Workers and Volunteers  
**Approved by:** Board of Trustees  
**Date of Issue:** 11th December 2025  
**Date of Next Review:** 11th December 2027

## 1. Introduction

- 1.1 This Recruitment Policy and Procedure sets out the framework for recruiting paid staff and voluntary staff/volunteers at Capernwray. The recruitment and retention of suitable people –whether paid or voluntary—is essential to the ongoing success and growth of our ministry.

Voluntary Staff includes:

- Ministry Assistants;
  - Short-term Voluntary Workers (seasonal or ad hoc support);
  - Residential Volunteers (Visitor Visa volunteers); and
  - Non-residential Day Volunteers (e.g., Estates, Housekeeping, Admin, Driving).
- 1.2 Capernwray values a diverse and international community. Our recruitment practices aim to ensure that applicants are given a fair, welcoming and inclusive opportunity to demonstrate their individual gifts, skills, and suitability for serving with us. This is aligned with the Equality Act 2010.
- 1.3 Capernwray is committed to a recruitment and selection approach that reflects our Christian ethos and complies with all relevant legislation (Employment Rights Act 1996, Health & Safety at Work Act 1974) and safeguarding requirements. For all paid staff positions and the majority of voluntary positions, a genuine occupational requirement applies, meaning that the role requires the postholder to share and uphold the Christian ethos of the organisation. All recruitment processes must remain consistent, fair, and effective, ensuring that selection decisions are based on skills, experience, and suitability for the role.
- 1.4 Our employer's liability insurance requires that *all voluntary staff* are properly accredited and recorded.
- 1.5 For voluntary staff, we endeavour to follow the procedures set out in this policy. However, due to the varying lengths of stay and the operational realities of ministry, flexibility is essential and deviations may sometimes be necessary
- 1.6 Applicant data will be collected, stored, and retained in compliance with the UK GDPR and Data Protection Act 2018. Applicants' personal data will only be used for recruitment and administration purposes, and access is restricted to HR and authorised staff.

## 2. Advertising

*(Section 2 applies equally to Paid and Voluntary staff except where explicitly differentiated)*

- 2.1 Opportunities for both paid and voluntary roles may be advertised through:
- Capernwray website;
  - Social media;
  - christianjobs.co.uk and globalconnections.org.uk (primarily for paid roles);
  - Printed and email newsletters;
  - Partner organisations;
  - Exhibitions and conferences;
  - Word of mouth; and
  - Student Handbook (volunteer opportunities).
- 2.2 Flyers, videos, web content and other promotional materials are reviewed at least annually by the Marketing Department.

- 2.3 For guidance on fair and non-discriminatory advertising and selection, staff may refer to: [ACAS Recruitment and Selection Guide](#).

### 3. Right to Work and Eligibility

*(Section 3 applies equally to Paid and Voluntary staff except where explicitly differentiated)*

#### 3.1 General Eligibility – Paid Staff

All paid staff must have the full legal right to work in the UK.

#### 3.2 Voluntary Workers (VWs):

- Must have the *right to work* in the UK (British/Irish, EU settled/pre-settled status, Youth Mobility Visa, or Charity Worker Visa);
- May be rota-ed in any capacity in line with their skills and the needs of the ministry;
- May receive board and lodging and certain expenses; and
- Capernwray holds a Charity Worker Visa Sponsorship Licence.

#### 3.3 Volunteers (Visitor Visa Volunteers)

Volunteers under the Visitor Visa:

- Must be genuine volunteers and must not receive payment or benefits in kind, including accommodation;
- May volunteer for a maximum of 30 days per visa period;
- Must pay for their accommodation (Capernwray currently charges £10 per night including meals);
- May not take the place of an employee;
- May not receive board and lodging or other benefits in kind;
- May withdraw their service at any time, and Capernwray must not rely on their service for core operations;
- Must only undertake tasks aligned with Capernwray's *charitable objectives*;
- May assist with Guest Team tasks such as washing up and changing rooms as per our current interpretation, because these activities form part of Capernwray's charitable Christian hospitality ministry.

#### 3.4 Alignment of Processes for Voluntary Staff

Both Voluntary Workers and Volunteers follow the same screening, reference, DBS/police check and training processes.

Different **Agreements** are issued because of differing legal status.

### 4. Procedure for recruitment of Permanent staff

*(Section 4 applies to Paid staff with the exception of the Managing Director and the Principal. The differences for the recruitment of these positions is detailed in Section 5)*

- 4.1 A vacancy arises due to there being an identified new role, or where there is an existing employee leaving or retiring. The SLT will evaluate whether organisational changes can address the need before recruiting.
- 4.2 If there is still a vacancy, a job description and advert is drafted or updated by the relevant SLT lead after appropriate consultation with other staff. The SLT shall give consideration as to whether there

are suitable internal candidates, and may choose to advertise internally instead of or prior to external advertisement.

- 4.3 The Managing Director (“MD”) shall form an appropriate **Recruitment Panel**, which will be drawn from two or three of the MD, the relevant SLT lead, the Head of Department and potentially one other member of staff. The MD shall give consideration to the diversity of the Recruitment Panel and accordingly may suggest different staff members are included within it.
- 4.4 If the vacancy is advertised externally, then it will typically be communicated through the Capernwray website and social media, and where appropriate, with other websites including [christianjobs.co.uk](http://christianjobs.co.uk) and [globalconnections.org.uk/vocations/uk-jobs](http://globalconnections.org.uk/vocations/uk-jobs).
- 4.5 All job application packs shall include:
- Background to Capernwray;
  - Person Specification;
  - Key Responsibilities specific to the role;
  - Key Responsibilities for all Capernwray staff;
  - Essential and Desirable criteria;
  - The Statement of Faith of Capernwray;
  - Terms and Conditions, including:
    - Explanation that candidates will need to meet the current UK employment legislation and demonstrate they have a right to work in the UK;
    - Full-time or part-time;
    - Permanent or Temporary;
    - Salary;
    - Annual Leave;
    - Hours of Work;
    - Pension Scheme;
    - Additional Benefits;
  - Contact details for inquiries and applications;
  - A closing date
  - A link to the online application form which includes safer recruitment and self-disclosure questions.
- 4.6 A grading or sifting sheet will be produced which enables candidates to be assessed based on weighted scoring of essential and desirable criteria. The Recruitment Panel shall determine which members of staff shall be responsible for grading/sifting the applications received (note: as a minimum there will be two staff members grading applications).
- 4.7 Once the grading/sifting is complete, based on weighted scoring of essential and desirable criteria, the Recruitment Panel shall make a decision as to which candidates shall be interviewed. Candidates will be given advance notice of possible interview dates and methods of assessment, so as to ensure they have sufficient time to prepare. The interview:
- Should preferably be face-to-face (if this is not feasible, then it can be carried out over Zoom or FaceTime, for example);
  - Will be approximately 45 -60 minutes;
  - Will consist of standard core questions for consistency selected by the recruitment panel, recognising that further probing questions may need to be asked to follow up particular issues;
  - Will be marked using a preprepared grading sheets and notes shall be taken;

- Will include safer recruitment questions;
- Will on occasion involve candidates being asked to give a presentation on a particular question, or given time during the interview to prepare for a scenario which would be similar to one they may face in the role, if successful;
- Will on occasion, for practical jobs (e.g. chef), require candidates to evidence their skills by spending time working alongside their prospective line manager; and
- Will be aligned with ACAS guidance on recruitment and selection (e.g. no reference should be made to a person's personal circumstances to avoid discrimination).

4.8 Candidates will normally receive a site tour and opportunities to meet staff.

4.9 Once all interviews and assessments have taken place, the Recruitment Panel shall convene to discuss their assessments of each candidate aiming for consensus on the most suitable candidate for the role as described in the application pack. If a consensus cannot be arrived at, then the MD shall be responsible for the final decision.

4.10 Candidates will then be notified of the outcome of the process, with the successful candidate being offered a conditional offer of employment. Unsuccessful candidates shall be given at least verbal feedback if requested.

4.11 Offers of employment must be made on condition of the following:

- Receipt of satisfactory [references](#);
- Proof of right to work in the UK;
- Proof of relevant qualifications;
- Enhanced Disclosure and Barring Service check / criminal conviction checks (see Appendix below); and
- Satisfactory outcome to pre-employment health screening (if deemed necessary).

4.12 Salaries will be based on the salary band within which the role sits, taking into account the level of responsibility and size of the role.

4.13 All new members of staff appointed will receive an induction and be subject to a 3 month probationary period to assess suitability as set out in the Contract of Employment.

4.14 Subject to a satisfactory probationary review, the appointment will be confirmed at the end of the probationary period. In exceptional circumstances, the probationary period may be extended and a further review completed before the confirmation of the appointment.

4.15 If the successful candidate has a disability, the MD, in conjunction with our HR advisers (Bright HR) will discuss what reasonable adjustments can be made to accommodate the individual.

## **5. The Recruitment of the Managing Director and Principal**

5.1 The appointment of the Principal is undertaken as above, however the MD will not appoint a new principal of the Bible School without the involvement and approval of the Board of Trustees.

5.2 The appointment of the Managing Director is undertaken by the Board of Trustees. The procedure from section 4 will be followed, with the Board of Trustees carrying the responsibilities of the Managing Director where referenced.

## **6. Voluntary Staff Role Descriptions, Hours and Expenses**

### **6.1 Hours and Length of Stay**

VWs normally work 37.5 hours/week with two days off and short-term placements range from 1 week to 3 months.

### **6.2 Role descriptions should be on the website and in the relevant Handbooks for:**

- Ministry Assistants in the SaLT team - our year long programme;
- Guest Team short term Voluntary Workers/Volunteers;
- Short term Voluntary Workers/Volunteers - Mixed deployment - to go where the need arises; and
- Other Non-residential Day Volunteers for eg Admin, Driving, Gardens, Maintenance.

### **6.3 Expenses**

- Visa costs including the visa fee and the health surcharge payment must be paid by the applicant and cannot be reimbursed.
- Travel expenses can be reimbursed for reasonable travel between home and Capernwray (on production of receipts or mileage claim) up to £30 per week (ie up to £1560 if here for a full year) so depending where they live that might cover 1 or more return journeys between home and Capernwray.
- During the closed period all Ministry Assistants are required to leave Capernwray. If the cost of travelling home is too expensive over this period, then visiting a loved one will be considered.
- Laundry/Hygiene expenses (to cover laundry costs, shower gel and shampoo) to be £20 per month for VWs (not Volunteers) working with us for 2 weeks or more.
- That £20/month will be pro rata for Short Term VWs (so £10 for those here for 2 weeks, £15 for 3 weeks).
- VWs and residential Volunteers who are here for less than 2 weeks are entitled to Travel expenses (up to £30/week) but not Laundry/Hygiene expenses.
- Travel expenses (only) are also available for Day Volunteers up to the max of £30 per week and on production of receipts/mileage.
- If mileage is being claimed, we pay 40p per mile.

## **7. Application Process – Voluntary Workers & Volunteers**

7.1 Managers determine which departments need how many and when, while the Administration team determines how many beds are available for volunteers. We consider short term volunteers (either VWs or volunteers) during Bible School on a case by case basis, but the general expectation is that they will only be accepted if they have a prior connection with Capernwray (eg former student, former VW) and we know they can settle in quickly.

7.2 The Online Formstack form specifies the role applied for, and dates of availability. Skills are identified.

7.3 There is a separate shorter form for Returning voluntary staff (for the first year of return only - in third year a new full application is required) and current students staying to volunteer .

- 7.4 The forms require self-declaration of criminal activity and mental health for safer recruitment, and (except for current students) requires 2 (English speaking) non-related referees. Current students applying to volunteer using a [short Google form](#) to cover basic details, current mental health and medical conditions, current special diet, next of kin, dates available, additional skills to offer and safeguarding declaration (but employment history, personal faith section and references not needed) as we already have those details from their Bible School application.
- 7.5 Acceptance is to be clear in offer letter /Agreement that is always subject to:
- Proof of right to work / Receipt of visa if required;
  - Proof of identity - passport, driving licence, birth certificate - send scan and check original on arrival;
  - DBS or Police Check - start the process immediately especially if abroad, and explain Update service;
  - Their agreeing and confirming dates - we set out dates we want, minimum periods and let them know that we may not be able to accommodate other dates ;
  - Their agreeing to undertake the necessary IHASCO online training before they arrive;
  - Their agreeing to our expectations, be clear what is unacceptable - have Handbook (inc leave, expenses, clothes, free time activities etc) available on website (using the MA Handbook for now.);
  - Our understanding of any special diet or medication they have disclosed;
  - For MAs, make clear that Hall closed for 5 days over Christmas; and
  - Expect written confirmation from them that they understand and agree - they should sign and return the offer letter.

## **8. Safer Recruitment (All Staff)**

*(Section 8 applies equally to Paid and Voluntary staff except where explicitly differentiated)*

- 8.1 The following aspects of the application process form part of our safer recruitment process:
- Self-disclosure;
  - Safeguarding-informed references;
  - Identity and qualification verification;
  - Employment/volunteering history;
  - DBS or police checks; and
  - Interviews where appropriate.
- 8.2 The following self-disclosure questions are to be asked on every paid job and voluntary application forms:
- Have you ever been convicted of, charged with, or received a caution, reprimand, warning, or conditional discharge for any criminal offence (excluding minor traffic offences), or do you have any criminal matters currently pending?
  - Have you ever been known to children's services, social services, local authorities or the police in relation to concerns about your behaviour towards children or vulnerable groups - including any allegation, investigation, referral, disciplinary action or finding (regardless of outcome)?
  - Have you ever had an offer of employment or voluntary work with children or vulnerable groups declined, been asked to leave such a role, or been subject to disciplinary procedures because of concerns about your behaviour towards children or vulnerable people?

- 8.3 Part of our published safeguarding policy is to require a DBS/foreign Police check for every staff member (paid and voluntary, including all Guest Team, Group Leaders and Guest Speakers), prior to their joining the organisation or coming on-site. CMFOT takes the view that each member of Capernwray's permanent staff and most voluntary staff are involved in Regulated activity with children therefore an Enhanced check with Barred List is required. At any time while unaccompanied children and young people are staying (April, July, August) all staff working at those times are engaged in and available for any form of care for or supervision of children and the period condition is satisfied because the person carrying out the activity does so at any time on more than 3 days in any period of 30 days. We are advised that a check of the Barred List is not required for Trustees. There is an exception: we are not entitled to, and do not ask for, an Enhanced DBS check for non-residential Day Volunteers (eg changeover housekeeping team) and very Short Term voluntary staff who work on site only while guests under 18 are not on site eg for the New Year holiday & Men's/Ladies' weekends. Instead we should ask for the Basic Check.
- 8.4 Online training is required for each role but how much and what is dependent on time spent here. The email setting that up is sent direct from the H&S team to the Volunteer. Our policy is for each Volunteer not to start work until the training has been done - ideally before they arrive. Additional training, including safeguarding training, is provided as necessary.

## **9. Induction – All Staff**

*(Section 9 applies equally to Paid and Voluntary staff except where explicitly differentiated)*

- 9.1 All staff receive an induction appropriate to their role, covering safeguarding, health and safety, conduct, and supervision.
- 9.2 Paid staff also undergo probation; voluntary staff receive ongoing support.

## **10. Working With Offenders or Those Who May Pose a Risk**

- 10.1 When someone seeking involvement with Capernwray/CMFOT is known to have abused children, is under investigation, or is known to be a risk to adults at risk with care and support needs, the Leadership will consider the safeguarding risks of the potential involvement of the individual concerned.
- 10.2 If accepted, Capernwray will offer pastoral care to the individual, but in its safeguarding commitment to the protection of children and adults with care and support needs, will also set boundaries for the individual, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

## **Appendix 1 – Unified DBS / Criminal Conviction Checks**

We ensure that all appropriate measures are applied in relation to all employees who are likely to be perceived by the children and young people as a safe and trustworthy adult. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, gaining reasons for any unsubstantiated gaps or inconsistencies and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including the completion of an enhanced disclosure with the Disclosure and Barring Service (where relevant). An assessment has been carried out on each permanent role in the organisation and it has been determined that they fall into the



definition of 'regulated activity' as defined in the Safeguarding Vulnerable Groups (SVG) Act 2006. Where a specific role meets the requirements of an enhanced DBS check as well as a check of the Barred list, it will be carried out.

NB Capernwray takes the view that members of Capernwray voluntary staff who are here for a year and/or while 'Connect', 'All Together' weeks and 'International Youth Weeks' are taking place, are involved in Regulated activity. At any time while unaccompanied children and young people are staying (April, July, August) they are engaged in and available for any form of care for or supervision of children and the period condition is satisfied because the person carrying out the activity does so at any time on more than 3 days in any period of 30 days.

Members of Capernwray Voluntary staff who are only recruited for adult-only holidays (Men's and Ladies' Weekend, Equipped and New Year Starter) will not be taking part in regulated activity and so Capernwray is not entitled to a DBS Enhanced disclosure check, but Capernwray will ask for a Basic or Standard Check. (Confirmed with 31.8)

## Appendix 2 – HMG Definitions (Summary)

From HMG Guidance:

- Voluntary workers:
  - often have a contract with their employer (this means the employer must provide the work and the voluntary worker must attend at particular times and carry out specific tasks);
  - are also usually remunerated in kind (eg board and lodging);
- Volunteers:
  - do not have a contract of employment;
  - must not take the place of an employee;
  - must not receive payment in kind (ie board and lodging), but reimbursement for reasonable travel and subsistence expenses is allowed;
  - support a charity or voluntary or public sector organisation, but must not be undertaking work ancillary to the organisation's charitable purpose, for example: routine back office administrative roles, retail or other sales roles, fund-raising roles and roles involved in the maintenance of the organisation's offices and other assets;
- Visitors (who entered under the Visitor Visa):
  - may undertake volunteering provided it is for a registered charity and will be for no longer than 30 days in total;
  - the 30 days do not have to be consecutive and can be split across the visitor's period of permission to be in the UK;
  - may not undertake voluntary work; you must be clear on the difference between the two.