

Ad Clerum 1.8

RECRUITMENT OF PAID YOUTH AND CHILDREN'S AND FAMILIES WORKERS

Within the Diocese of St Albans we are gifted with many people who give their time on both a paid and a voluntary basis to reach out to and to nurture the children and young people of our communities.

Most of those who are working with these age groups on a paid basis will be recruited and paid by the local PCC.

Whilst the Diocese does not get directly involved with local appointments we would encourage PCCs to follow correct HR processes and support from Redway HR is available to parishes needing HR advice ([Employment and Human Resources - The Diocese of St Albans](#)). We also require PCCs to follow correct processes regarding safer recruitment.

Safer Recruitment of Paid Youth and Children's and Families Workers

When a PCC is employing a Children's, Families or Youth worker they must be safely recruited according to current guidance.

From January 2026 please make sure that St Albans Diocese Safeguarding Team have been informed that all paid staff in these roles have been safely recruited and of any such paid staff changes. This is a change to previous arrangements and may require PCCs to retrospectively inform the Diocesan Safeguarding Team of those already in post.

A safer recruitment check list is to be completed whenever such an individual is employed, available here [[Safer Recruitment Checklist - The Diocese of St Albans](#)]. This form is to be stored according to the national Records Retention Schedule [Church of England Records Retention Schedule](#)

This information will be corroborated through the annual Archdeacon's Questionnaires, with a check of the names of paid youth and children's and families workers, that the safer recruitment checklist has been completed, and the Diocesan Safeguarding Team have been informed.

We are grateful for your cooperation in this matter as we seek to be a safer church for all.

January 2026