



This policy was approved by the trustees of the charity on 17 February 2021, and for each subsequent calendar year it will be reviewed and updated by the year end.

The goal of this policy is to ensure that the charity follows good practice in recruitment of volunteers and staff. In particular it documents requirements to minimise the risks of recruiting anyone who is not suitable to work with children.

This policy should be read in conjunction with our Safeguarding Policy which details requirements on all volunteers and staff in connection with safeguarding.

#### Overview of recruitment process

Each role should be defined in writing and approved by the board of trustees.

Every role should be advertised widely, including stating that identification and references will be required with some references being followed up by telephone, and also stating where the role will require a DBS check.

For all roles, the applicant should be asked to supply name, address, email, and telephone number before proceeding to interview.

For trustee and staff roles, the applicant should supply a CV and brief covering letter as part of the process. Before recruiting these roles, the trustees should agree the recruitment process to be followed, and should define objective criteria which will be used to select the successful candidate.

Each candidate should be interviewed face-to-face; this may be done as a video call. Interviewers should be trustees or volunteers or staff members delegated by the trustees.

Each interview with a candidate should include a list of standard questions for that role, and each of the replies to these should be documented. Where the candidate meets the criteria for the role but the interview raises issues, the interviewer should document this and escalate to a trustee. Where there is a single interviewer, a trustee or a volunteer or staff member delegated by the trustees should review the interview notes to decide whether to offer the position.

Where we offer a position, the offer must be subject to supply of:

- Copies of two items of identification, one including a photo, a second including an address. These can be supplied as emailed PDF or JPG files.
- Two references using our standard template from people who have known the candidate for over 2 years and are not related to her or him. (In-school Volunteers recruited by a partner school from their parent community need only one reference, as we consider the school to be a second referee.) For mentors, one reference must show proof of employment as a teacher.
- For In-school Volunteers we require our partner school to make a DBS check
- For trustees and staff, and for any volunteer role involving one-to-one contact with children we require a DBS check and we will do this ourselves. (The Charity Commission recommends DBS checks for trustees, and our evaluation is that it would be inappropriate for a charity working with children to employ staff who do not have a DBS certificate.)
- For other volunteers, we do not require a DBS certificate.

- For staff, we will require all other checks necessary under statute such as proof of their National Insurance Number and of the right to work in the UK.
- Signed copies of policy documents in force and stating that they need to be signed by volunteers and/or staff. (Staff can read and sign these in their first 5 working days.) Currently these are:
  - Safeguarding Policy
  - Confidentiality Agreement
  - Data Protection Policy
  - Health and Safety Policy
  - For volunteers, General Volunteer Agreement or In-School Volunteer Agreement
- Where the person is to receive a Number Champions email address, they need to first sign the Email Policy.

The photo identification should be checked by the person conducting the face-to-face interview or by someone else who has met the candidate and is a Number Champions trustee or a volunteer or staff member designated by the trustees for this purpose.

A trustee or a volunteer or staff member designated by the trustees should make the following checks on ID, references, and policies:

- That the photo ID has the photo and correct name of the candidate and appears to be a genuine current document issued by an authoritative source. Where this is not a passport or driving license, or where there is any doubt, this should be checked with a trustee and as necessary investigated.
- The address document appears to be a genuine recent document issued by an authoritative source and has the same name as the photo document. Where there is any doubt, this should be escalated to a trustee and as necessary investigated.
- The references are as per our template and are satisfactory and that the name and address matches the address document. If there is any doubt, the person checking should phone the referee and ask for clarification, and should make a note of the conversation.
- That policy signature pages are received duly signed and dated.

The name of the person making each check should be recorded.

Copies of all underlying documents should be stored on the designated drives.

A trustee should be designated to ensure that at least one reference for at least 20% of volunteers and all references for trustees and staff are followed up by telephone by a trustee or by a volunteer or staff member designated by the trustees, and a note made. Where the follow up is unsatisfactory, this should be escalated to a trustee for action.

#### Training and induction

For each role, there should be a plan for initial training and induction. A trustee or a staff member or volunteer designated by the trustees should be responsible. This should include:

- Scheduling training
- Checking that the person has completed training
- Recording this on the database
- Scheduling induction, which may involve pairing the volunteer or staff member with an existing volunteer or staff member who will take responsibility for the induction.
- Reviewing the induction with the new volunteer or staff member at the end of a scheduled period and confirming that the person is now up to speed with the role.

The responsible person should record that each of these activities has happened, giving the date and their own name as checker.