

Previous version	27 November 2023
Frequency of update	Every two calendar years
Next update due	December 2027

Aim: To ensure that the charity follows good practice in recruitment of volunteers and staff. In particular, 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.

Where this policy references tasks or actions, they will be undertaken by an individual with appropriate authority delegated ultimately from the board of trustees.

Where this policy refers to escalation, this should be done to the Head of Operations, the CEO or a trustee.

This policy seeks to apply the best practice guidance detailed by the NSPCC in its Safer Recruitment guidance, last updated 16 September 2025 and available here:

<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment#heading-top>

Overview of recruitment process

Each role must be defined in writing and approved by the board of trustees. Every role must be advertised widely, stating that identification and references will be required with some references being followed up by telephone, and, where applicable, that the role requires a Disclosure and Barring Service (DBS) check.

The applicant will be asked to supply name, address, email, and telephone number during the interview process.

For trustee and staff roles, the applicant must supply a CV and brief covering letter. The trustees must agree the recruitment process beforehand and must define objective criteria for selection of the successful candidate.

Each candidate must be interviewed face-to-face; this may be done as a video call.

Each candidate interview must include a list of standard role-specific questions, and all replies must be documented. Where the interview raises issues, the interviewer must document this and escalate in accordance with this policy. Where there is a single interviewer, a second individual must 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 relatives. (In-School Volunteers – “ISVs” - recruited from a school’s

parent/carer community need only one reference, as we consider the school to be a second referee.)

- DBS check, in accordance with the below:
 - Volunteers
For ISVs or any other volunteer with regular one-to-one contact with children we will make, or we require our partner school to make, an Enhanced DBS check including children's barred list.
For volunteers with no contact with children, we do not require a DBS certificate.
 - Staff
For staff not in contact with children we require a basic DBS check. Our evaluation is that it would be inappropriate for a charity working with children to employ staff without a DBS certificate.
For any staff with regular one-to-one contact with children we require the same DBS check as for an ISV.
 - Trustees
For trustees we require an enhanced DBS check without barred list. The Charity Commission recommends this for trustees.
- For staff, 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 the following policy documents, stating that they need to be signed by volunteers and/or staff. (Staff can read and sign these in their first 5 working days.)
 - Safeguarding Policy
 - Confidentiality Agreement
 - Data Protection Policy
 - Health and Safety Policy
 - For volunteers, General Volunteer Agreement or ISV Agreement
- A person receiving a Number Champions email address must read and sign the Email Policy.

Photo identification should be checked by the person conducting the face-to-face interview or by someone else who has met the candidate.

The following checks must be undertaken on ID, references, and policies:

- That photo ID has the correct 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, the Head of Operations or the CEO 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 and investigated.
- The references are as per our template and are satisfactory and that the name and address match 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 must be recorded.

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

An individual must be designated to ensure that: at least 5% of references for volunteers; and all references for trustees and staff are followed up by telephone call, and a note made. Where the follow up is unsatisfactory, this must be escalated for action.

Training and induction

For each role, there must be a plan for initial training and induction, and an individual designated to deliver it.

For new ISVs, we must provide training before they start in a school. Induction training has been designed by a qualified teacher and is delivered by staff. The Safeguarding Lead designs the safeguarding training. At the part of the training delivered in-person, trainers must observe the new ISVs and escalate any reservations they have about them. The date of training of each volunteer must be recorded in the database.

Our Partnership Agreement with schools must require schools to give an induction to cover at least safeguarding and health & safety.

Mentors and the Head of Operations and School Relationship Manager provide ongoing support to ISVs to help them perform in the role.

For other volunteers, training and induction must 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 must record that each of these activities has happened, giving the date and their own name as checker.

Recruitment of Ex-Offenders

It is Number Champions' policy that:

- We only ask an individual to provide details of convictions and cautions that we are legally entitled to know about.
- Our decision to categorise certain positions as requiring a Standard or Enhanced DBS check is based on (1) a thorough risk assessment and (2) the role being legally eligible for such a check.
- We are clear in our recruitment and advertising when we will require an application for a DBS certificate to be made.
- We treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a criminal record check on the basis of a conviction, caution or other information revealed by that check. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. Candidates are selected for interview based on their skills, qualifications and experience
- We will conduct an open and measured discussion, which may include the school, regarding any offences or other information revealed on a DBS check where those would not be a barrier to employment
- We abide by the [DBS Code of Practice](#) and [Basic check: Processing standards](#).