



Yes Futures

Safer Recruitment Policy

Prepared by Yes Futures
www.yesfutures.org

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(Version 2.0)

Safer Recruitment Policy

1. Introduction

Yes Futures is committed to all aspects of safeguarding and creating a safe and inclusive environment for all individuals, including staff and volunteers. All children and adults at risk have the right to be protected from abuse and harm. This Safer Recruitment Policy outlines our procedures for recruiting and selecting individuals who will be employed by Yes Futures or working with children and young people taking part in Yes Futures programmes. It is designed to prevent the appointment of individuals who may pose a risk to others and to ensure that robust safeguards are in place throughout the recruitment process.

2. Scope

This policy applies to all staff and volunteers of Yes Futures involved in the recruitment and selection of individuals, regardless of their role or position.

3. Principles

The following principles will be followed for all roles or positions:

Compliance with all relevant legislation, recommendations and guidance - including the statutory guidance published by the Department for Education (DfE): *Keeping children safe in education (KCSIE) (September 2023)* and *After-school clubs, community activities and tuition: safeguarding guidance for providers (September 2023)* and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

Recruitment and selection procedures - to have robust recruitment procedures in place to ensure that suitable candidates are selected for positions involving contact with children. This includes clearly defined job descriptions, person specifications, and selection criteria.

Fair, consistent and safe - We aim to run a process that will ensure recruitment and selection of staff and volunteers is fair, consistent and safe for children, adults at risk and their relations, and for us as an organisation. Furthermore, Yes Futures is committed to ensuring that the recruitment and selection of staff and volunteers is free of discrimination. This policy is designed to achieve the following aims:

- to select the best person for the post who has the necessary skills and attributes;
- to ensure equality of opportunity for all applicants, encourage diversity, and ensure compliance with relevant employment legislation;
- to promote the values of Yes Futures;
- to ensure recruitment is undertaken in line with our Equal Opportunities and Disability Policy.

Application and vetting process - to implement a thorough application process that includes collecting detailed information about applicants' qualifications, employment history, and relevant experience, depending on role. Background checks, such as Disclosure and Barring Service (DBS) checks, are typically required to verify an individual's criminal record history.

Interviews and selection - Interviews should be structured and standardised, focusing on assessing an applicant's skills, experience, and suitability for the role. It is important to ask questions related to safeguarding and child protection, as well as addressing any gaps or discrepancies in the applicant's employment history.

Reference checks - Yes Futures will obtain references to gain insights into an applicant's past performance and behaviour. References provide valuable information about an individual's suitability for working with children.

Central Records - Yes Futures maintains central records that includes key information about all staff members including their employment history, qualifications, relevant checks (such as DBS checks), and references. We also maintain central records for volunteers that include DBS checks and references. These records serve as a comprehensive overview of staff members' and volunteers' suitability and can be used for auditing purposes.

Safer recruitment training - staff and volunteers (intern and office-based) involved in the recruitment process should receive training on safer recruitment practices. This training equips them with the knowledge and skills to recognise potential warning signs, assess candidate suitability, and conduct interviews effectively.

Ongoing monitoring and supervision - Once appointed, staff and volunteers members should receive appropriate induction, training, and ongoing support. Yes Futures has mechanisms in place for reporting any concerns or allegations regarding staff and volunteer conduct, and a culture of vigilance should be fostered to ensure the safety and welfare of children at all times.

Roles - Yes Futures is a small but mighty team that creates its impact through the support of its staff and many volunteers. The safer recruitment principles apply to all.

- **Staff** who work are part of the head office team or responsible for direct delivery in schools, including freelancers.
- **Volunteer Coaches** support the delivery of our coaching-based programmes. These volunteers may attend schools and trip days in-person, alongside a Yes Futures staff member; or connect on-line to the student coaching session (supported and supervised remotely by a Yes Futures staff member).
- **Trip volunteers** are short-term additional volunteers who support our trip days.
- **Interns and office volunteers** are the people who volunteer for Yes Futures to both gain valuable work experience and contribute towards our charitable aims. Criminal record, background and references checks may be undertaken by the sending agency. These roles do not work directly with young people.
- **Trustees** (volunteers) are the people who share ultimate responsibility for governing the charity and directing how it is managed and run. These roles do not work directly with young people, although trustees may visit programme sessions where they may interact with children under supervision. Nonetheless, due to their role and responsibilities all steps below are undertaken.

4. Recruitment

4.1 Role Descriptions

A new role description and person specification will be designed by the person in charge of the recruitment.

The role description describes the role's purpose, principal duties and responsibilities and person specification underlines the knowledge, skills and attributes required to perform the duties of the position.

The person specification should be used as the basis for determining the interview questions. These criteria provide the standards against which candidates can be assessed objectively. The document can serve as an essential tool for induction, training and ongoing monitoring and supervision.

Once recruitment to the post has been agreed, a recruitment schedule will be designed. This will include discussions on timescales, panel members, interview dates, selection methods and decisions about who is responsible for each aspect of the process.

4.2 Advertisement of role

All new Yes Futures' employee (paid) and volunteer roles are advertised across a wide range of recruitment websites, platforms and through social networks as well as on the Yes Futures website. This helps to ensure the role reaches a wide audience and the right candidates apply.

We provide a clear and detailed role description, outlining the responsibilities of the role and a person specification which details the skills and personal qualities required.

Staff: All new or vacated positions are also advertised internally within Yes Futures to help maximise equality of opportunity and provide staff with opportunities for career development. The vacancy may be able to be filled by an existing employee, or a volunteer interested in becoming a permanent member of the team.

4.3 Application Process

The selection and assessment process will be transparent, timely, cost effective, equitable and free from conflict of interest.

If a member of staff involved in the recruitment process has a personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individual's application. It would then normally be necessary for the member of staff to avoid any involvement in the recruitment and selection process.

Staff & Trustees: All individuals who wish to apply for a paid Yes Futures role are required to submit their CV and a covering letter detailing how they meet the specification outlined in the role description. Candidates must submit it by email to the applications@yesfutures.org email address.

Volunteers: All individuals who wish to apply for a volunteer position working with young people are required to complete an application form. This includes personal information, relevant experience/

qualifications and motivations. It also asks key written questions to assess how an applicant's personality, values and experiences will enable them to be safe and effective in their role.

The application will request self-disclosure about any criminal record. Consent will be obtained to seek information from the Disclosure and Barring Service.

4.3.1 Shortlisting

Shortlisting of candidates to invite to the next stage of application will be undertaken against specific objective criteria for each role. At least two team members will independently undertake this review and compare outcomes to draw a final shortlist to invite to interview.

4.3.2 Interviews and/or Assessment Centre

All team members involved in the process of recruitment will have been trained in recruitment and selection procedures, safeguarding and safer recruitment practices. They also have a detailed working knowledge and experience of the Yes Futures programmes.

Staff & Trustees:

Interviews for paid roles are undertaken by an interview panel, made up of at least two or three team members. An interview questions template is used during the interviews by the interviewers to provide consistency, make notes and record decisions. Trustees will complete an interview with at least two board members.

Interview questions will focus on the specific competencies and personal specification for each role. All roles will be asked questions relating to safeguarding knowledge, attitudes and experience.

Any skills tests (e.g. presentations, in-tray exercises, role plays) are designed to be directly related to the role and measured against objective criteria. Presentations for a given post are assessed by the same panel members. Candidates will be notified of the details of any skills test prior to them taking place.

Volunteer Selection and Assessment:

All volunteers will complete an interview conducted by telephone or online with one member of the Yes Futures team. These will follow the same format and are assessed in the same way for each type of role. We have a set list of interview questions and all interview notes are recorded and kept securely in Yes Futures' files.

These interviews provide an opportunity to check suitability for the role, through questions about experience, motivations and working safely with young people. All roles will be asked questions relating to safeguarding knowledge, attitudes and experience.

4.3.3 Notifying candidates

Once a candidate has been successful at the interview stage, they are sent a conditional offer of the role, based on them meeting the pre-appointment checks.

Unsuccessful shortlisted candidates will always receive an email notification, and if records have to be retained for a specific time, they are informed about the process.



4.3.4 Offer of Employment

For all paid roles, the Chief Executive or nominated deputy is responsible for issuing an Offer Letter and Employment Contract.

The start date of employment is agreed with the new employee at this stage.

All offers are contingent on the candidate clearing pre-appointment checks and completing confidential declarations.

4.4 Pre-Appointment Checks and Confidential Declarations

Every candidate will complete the following checks prior to working or volunteering with Yes Futures.

These checks will help identify whether a person may be unsuitable to work with children (and in some cases is legally prohibited from working with children).

Every candidate will complete an Eligibility Form that will ask about:

- their consent to undertake a Disclosure and Barring Service (DBS) check;
- self-disclosure for any criminal record; and
- a confidential declaration that agrees that all parts of the application are true, complete and evidence will be provided as requested on their first day.

4.4.1 Identification and Proof of Right to Work in the UK

In addition to the identity checks as part of the DBS vetting, all staff are required to verify their identity before they start. Proof/ self-declaration of their right to work in the UK is also required. The Asylum and Immigration Act 1996 requires organisations to ensure that candidates possess documentary evidence of their eligibility to live and work in the UK (including work permit, if relevant). Yes Futures will keep copies of a candidate's identification documents on file for at least the length of time they are working or volunteering with us.

Staff:

All paid team members are required to provide three forms of ID, as well as proof of their right to work in the UK.

Volunteers:

All volunteers are required to verify their identity before they start supporting us. We ask each volunteer to show their photo ID (passport or driving licence) to a Yes Futures staff member (this will be done in-person or via online video call). Volunteers are asked to self-declare if they have a right to work in the UK.

4.4.2 DBS checks

Yes Futures requires all employees and volunteers to undertake an Enhanced Child Workforce DBS check, including DBS Children's Barred List Information. The DBS' role is to help prevent unsuitable people from working with children and adults at risk. If an office volunteer or intern role does not have any contact with children as part of their role a DBS check may not be required.



DBS checks will be renewed every three years.

If a DBS check shows any entries relating to Police Records, Cautions, Reprimands and Warnings, or Barred Lists, the decision to continue or not with an offer of employment is made by the Chief Executive. Yes Futures will request to see the original document so that details of any convictions/ concerns can be examined. If there is any concern or risks that cannot be easily mitigated the decision will be referred to the designated safeguarding lead Trustees.

This decision will be based on the nature of the conviction, how long ago it was, whether it has been spent, the conduct of the applicant during the assessment process, the character references received and the role applied for. If necessary, we will conduct further investigations and undertake a thorough risk assessment to ensure full compliance with safeguarding and equality regulations.

Volunteers:

Returning coaches will be asked to complete a self-declaration question within the 'coach declaration' form (see below) for each new period they volunteer with us. This confirms that there has been no change to the status of their last DBS check. Any DBS checks will be renewed, if more than 3 years old by the end of the programme.

The majority of volunteers have lived and worked in the UK for at least 3 years prior to application. If the person has lived or worked outside the UK in the past 3 years for more than 3 months, Yes Futures may consider additional overseas checks to be completed and complete a risk assessment.

4.4.3 References

Yes Futures undertakes all reference checks internally, using a formatted template. This ensures that all references are consistent, factual and provide the information we require. We do not accept previously written references or those written for another organisation.

We provide a clear guidance document to successful candidates to ensure they provide a suitable referee, for example: a former / present employer, teacher, a professional person or a person of good standing in the community. Referees cannot be friends, family members or live at the same address.

Staff: The referee must have known the individual for at least three years.

Volunteers: The referee must have known the individual for at least two years. In some circumstances, alternative reference arrangements may be made with corporate volunteering partnerships who have already vetted their employees.

4.4.4 Qualifications

Staff: In addition to the above checks, we will request to see original copies of any qualification listed as essential or desirable in the job specification.

4.4.5 Self-Declaration

All volunteer coaches sign the Yes Futures Coaching Declaration and Consent Form. This document gains signed agreement with our expectations for the role, our volunteer code of conduct, following our policies (including safeguarding guidelines and procedures), confirms there

have not been any changes to their DBS status, and that their application has been truthful. It also gains photographic consent for marketing purposes.

4.5 Induction and training

Staff:

For all new employees, an induction programme is designed and set out by their line manager.

All employees are given a copy of the Yes Futures Induction Pack, the Employee Policies Pack, details of our Support Structure (supervision arrangements), and access to the relevant files and policies for their role.

Volunteers:

All volunteers are given a copy of an Induction Pack, the support and supervision arrangements, and access to the relevant files and policies for their role.

The staff and volunteer induction will include:

- clarification of the role requirements and responsibilities.
- explanation of Safeguarding and Child Protection procedures and training needs identified.

Staff and volunteer training will include:

- the development of a positive culture towards best practice in safeguarding and child protection;
- how to work safely and effectively with children;
- how to respond to concerns expressed by a child; and
- how to ensure their working practices protect them from false allegations.

All staff and volunteers will be expected to comply with the Yes Futures - Team Code of Conduct/ Volunteer Code of Conduct respectively.

4.6 Ongoing Monitoring and Supervision

We recognise that safer recruitment processes are critical in reducing harm that can be caused by employees, yet even the most careful selection process cannot guarantee to identify all those who may pose a risk to children. Therefore, once we have recruited, trained and placed an individual, we continue to have robust supervision arrangements in place to ensure their work is scrutinised, and any concerns that emerge are highlighted and responded to. This response includes reporting to the police and/or Disclosure and Barring service (for referral to Barred List) if required.

Safeguarding is a standing agenda item at every Trustee Board meeting.

Staff:

All new employees are subject to a probation period, during which they have at least weekly meetings with their line manager. Beyond this, every employee will have objectives, linked to our organisational goals, set on a yearly basis and reviewed quarterly.

Volunteers:

Yes Futures volunteers working directly with young people are always supervised by a Yes Futures Programme Manager, throughout all contact points they have with the children on our programmes. They are observed, provided with feedback and encouraged to share best practise amongst the Coaching team.

Programme Managers report on Coaches' progress and conduct to the Director of Operations and Community Manager on a regular basis. Any concerns are dealt with promptly, and any serious issues of misconduct will result in the immediate suspension and/or termination of the volunteering role, and reporting to any relevant authorities.

4.6.1 Programme delivery

All Yes Futures staff and volunteers who lead or support delivery in school settings are required to take their DBS check to their placement school on their first day.

All programme manager delivery staff are required to have an up-to-date first aid qualification.

Any volunteer that cannot provide a paper copy of an enhanced DBS certificate at in-school sessions or trip days will be supervised at all times by a Yes Futures staff member and not permitted to work alone with young people.

4.6.2 ID Cards

All Yes Futures staff and volunteers who lead or support delivery will always wear their Yes Futures ID card, which gives their DBS number, during any Yes Futures sessions in schools or with students.

4.6.3 Annual Self-declaration

All staff will be asked to complete a self-declaration form on a yearly basis to update on any changes relating to their suitability to work with young people.

5 Third Party Providers/ Partners

Yes Futures utilises the services of external transport providers and outdoor education/ training venues. It also has the support of various external organisations that host student experience days.

Transport services will be vetted and ideally be registered with local authority with staff that have been DBS checked. All transport will be supervised by a member of the Yes Futures team (designated staff and/or volunteers).

External venues - outdoor education venues: will be expected to provide fully trained and DBS checked staff. All contact with external providers and hosts will be supervised by a member of the Yes Futures team.

External venues - World of Work venues: will be expected to provide vetted staff and all contact with host employees will be supervised by a member of the Yes Futures team.

6 Raising Concerns

If anyone has any concerns about any individual working for, partnering or volunteering with Yes Futures, they should refer to Safeguarding and Child Protection policy – section 10, 11, 12 and Whistleblowing Policy – easily available via our website.

7 Record Keeping

All personal data on any individual is collected, stored, retained, and deleted in line with our Data Protection Policy.

8 Supporting policies and documents

Yes Futures Policies & Statutory Guidance:

- Yes Futures Safeguarding & Child Protection Policy, Equal Opportunities and Disability Policy, Volunteering Policy, Data Protection Policy
- The Asylum and Immigration Act 1996
- Rehabilitation of Offenders Act 1974
- Gender Recognition Act 2004
- The statutory guidance published by the Department for Education (DfE), Keeping children safe in education (September 2023)
- The statutory guidance published by the Department for Education (DfE), Safeguarding guidance for providers of activities, after-school clubs, tuition and other out-of-school settings.

Yes Futures Procedures & Guidelines:

- DBS guidelines
- Personal reference guide
- Coach risk assessment
- Coach declaration
- Coach role expectations, code of conduct in Induction Pack

VERSION CONTROL - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	Nov 19	Initial draft approved	3 years
1.1	Board	Feb 21	Reviewed & updated in line with KCSIE	3 years
2.0	Board	Dec 23	General review and update to policy & practice for compliance with Keeping Children Safe in Education (KCSIE) guidance and Keeping children safe in out of school settings (code of practice).	1 year