

# Recruitment, induction, training, supervision and support

## Policy statement

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### 1. Policy Statement

1.1 The purpose of this policy and the related procedures are to ensure that we are:

- 1.1.1. Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made;
- 1.1.2. Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- 1.1.3. Treating all UKMT employees, volunteers and trustees equally, regardless of any protected characteristics, including those outlined in the [equality act](#): age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

### 2. Principles

2.1. Where a role involves working with children or young people, we are committed to:

- 2.1.1 Follow the UKMT [Safeguarding Policy](#) and protect all children and young people by implementing safer recruitment practices;
- 2.1.2 Identifying and rejecting applicants who are unsuitable to work with children and young people;
- 2.1.3 Responding to concerns about the suitability of applicants during the recruitment process;
- 2.1.4 Responding to concerns about the suitability of employees and volunteers once they have begun their role;
- 2.1.5 Ensuring all new staff and volunteers participate in an induction, which includes safeguarding training and signing an annual declaration where necessary.

### 3. Procedures

#### 3.1 Staff

- 3.1.1. UKMT will follow the policies and procedures on recruitment, induction, training, supervision and support when appointing and managing paid staff.
- 3.1.2. UKMT will follow policies and procedures on Equality and Inclusion for employees, volunteers and trustees
- 3.1.3. UKMT will carry out Disclosure and Barring Service checks before appointing people to eligible staff roles and renew the checks every three years. See our [Safeguarding Policy](#), section

10.8, page 9, for a list of roles and the level of DBS check required.

### **3.2 Volunteers**

- 3.2.1. Appropriate recruitment and selection procedures for volunteers in the context of safeguarding have been adopted by the Trust. This is that we follow NSPCC safer recruitment guidelines and any individual responsible for the recruitment of volunteers will have completed this training.
- 3.2.2. All volunteers must be over the age of 18 and reside in the UK upon applying to join the Trust.
- 3.2.3. All volunteers must complete any necessary training and sign the annual safeguarding declaration before partaking in any UKMT activities.
- 3.2.4. For those volunteers whose work will bring them into contact with children or who have a management responsibility in relation to those whose work will bring them into such contact, there is a requirement to declare all previous investigations or convictions; agreement to a Disclose and Barring Service check; and requirement to read and understand the Safeguarding Policy and how to contact the DSL or DDSL.
- 3.2.5. For all other volunteers, there is a requirement to declare all previous investigations or convictions, and a requirement to read the safeguarding policy and understand how to contact the DSL or DDSL.
- 3.2.6. For those volunteers who come into contact with children, such as mentors, they must complete the UKMT's Safeguarding course every two years.
- 3.2.7. The Volunteer Manager will ask all volunteer candidates whether they require any reasonable adjustments to their role.
- 3.2.8. The Trust provides a clear guarantee that disclosed information will be treated in confidence, including adherence to the [Disclosure and Barring Service code of practice](#).
- 3.2.9. At least one representative from the Trust will meet with every new volunteer where appropriate.
- 3.2.10. Written references will be obtained for every new volunteer where appropriate. Wherever possible, one reference should be from a period where the individual worked with children. UKMT Cannot accept familial references.

## **4. DBS / Overseas Procedures**

### **4.1 New volunteers**

- 4.1.1. All new volunteers will be asked whether they have resided outside the UK for more than 12 months in the past 10 years.
- 4.1.2. If the post they are applying for requires a DBS check, they must provide additional documentation as requested by the UKMT Volunteer Manager.
- 4.1.3. UKMT uses the external company, [Due Diligence Checking Ltd](#) to perform DBS checks
- 4.1.4. If the new volunteer was previously working with under 18's abroad, wherever possible, they should provide the DBS equivalent for the country/ies they were residing in.
- 4.1.5. If the applicant was previously living abroad and had no DBS/equivalent paperwork, this will be referred to the DSL / DDSLs and each case will be considered. At this point, UKMT would require a letter confirming character from the employer(s) or charitable organisation(s) they were attached to abroad.

## 4.2 Existing Volunteers

4.2.1 Upon renewal of their DBS form, existing volunteers will be asked whether they have resided abroad for more than 12 months in the last 10 years.

4.2.2 If so, they may need to provide additional documentation.

4.2.3 If the volunteer was working with under 18's abroad, they must provide the DBS equivalent for the country/ies they were residing in.

4.2.4 If they were living abroad and had no DBS equivalent paperwork, this will be referred to the DSL or DDSLs and each case will be considered.

4.2.5 If an existing UKMT volunteer moves abroad, they must declare this immediately to the Volunteering Manager or Operations Manager. A decision will be made on whether the volunteer can continue based on the facts of each case. For example, their nationality and immigration regulations, their current role and the length of time intended abroad. A decision may be passed to the risk and compliance committee. The decision will be communicated to the volunteer by the Volunteering Manager.

4.2.6 All volunteers who are unable to continue based on the above will be given the opportunity to stay in touch with the Trust through the Polyhedral Club.

4.2.7 The UKMT reserves the right to withhold volunteers who refuse to complete any of the following:

- The safeguarding declaration;
- DBS forms;
- Any required training for the role; or
- Producing photographic I.D.

Once withheld, the volunteer may not recommence their voluntary position until the Volunteer Manager, DSL and DDSLs are satisfied the paperwork has been finalised.

## 5. Guidance on use of DBS update service

5.1. UKMT encourages volunteers wherever possible to use the DBS Update Service. This permits a volunteer to take their DBS certificate with them from role to role within the same workforce and where the same type and level of certificate is required. This is a free service for a volunteer role and enables volunteers to have just one certificate to cover volunteering roles with several different organisations (where organisations permit this). A certificate for a paid role may be used for a volunteer role where all other criteria are the same (but a volunteer certificate is not acceptable for a paid role)

5.2. For the purpose of DBS checks within UKMT, the workforce is Child Workforce, the type is Volunteer, and the level is normally Enhanced with a check of the Barred Lists (for UKMT events involving children).

5.3. Joining the update service enables volunteers to give authorized members of UKMT permission to check their existing DBS record on-line. The volunteer will need to send their original DBS certificate to UKMT for verification, but they will not need to send any other documents away.

5.4. An individual can join the update service either within 28 days of the request for a DBS check being made by an organisation or within 30 days of the date of issue on the certificate. They must reapply each year to maintain membership of the update service. This service is free of charge. More details can be found here: [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service). UKMT will adhere to the DBS update service employer guidance [which can be found here](#).

## 6. Policy Governance and Related Policies

6.1 This Policy is owned by the UKMT's Risk and Compliance Committee and will be reviewed and recommended for approval to the Board of Trustees.

6.2 This policy statement should be read alongside all our other policies, procedures and related documents, including:

- [Recruitment of Ex-Offenders](#)
- [Safeguarding Policy](#)
- [Data Protection](#)
- [Risk Policy](#)