



POLICY TITLE: Vetting and Recruitment Policy	Policy Number: OP3 Version Number: 01
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The Vetting and Recruitment Policy is to check all staff/volunteers to ensure that: only adults appropriate for a role are permitted to undertake responsibilities in Young Star Mentoring; and that regular reviews are undertaken of staff/volunteers to ensure their continued suitability.

Young Star is committed to following a defined process for appointing staff/volunteers that establishes the applicant's suitability; taking into account the core values of Young Star, the Child Protection Policy, Anti-Bullying Policy, Safety Policy and the Equal Opportunities Policy. Young Star will follow robust vetting arrangements to ensure that unsuitable candidates are not recruited. These arrangements will be made clear to applicants and to the public; Taking into account relevant information from police forces, relevant statutory authorities, personal references and other credible sources.

Policy Aims

- To identify safer recruitment processes that help Young Star to recruit only those that are suitable for a role within Young Star
- To identify vetting processes that help to identify those not suitable for a role within Young Star
- To deter those who may have poor intent
- To

Monitoring

This policy will be reviewed annually and revisions recommended to the organisations Executive Director This policy may also be reviewed in the following circumstances:

- As required by the Charity Commission
- As a result of any other significant change or event
- Gaps identified or learning from serious incidents

VETTING ARRANGMENTS



As part of the vetting arrangements, No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Young Star until the appropriate enquiries have been made. Young Star will undertake a Personal Enquiry which involves the following;

- Criminal Record Disclosure Check for certain roles.
- An adult may not have any involvement in Young Star where a current report from an appropriate professional or statutory source suggests that the individual is not an appropriate person to hold a position in Young Star
- All reasonable practicable steps must be taken to ensure that those appointed to a role in Young Star are appropriate persons.
- In all cases of doubt concerning the suitability of an individual they must not be appointed as the welfare and safety of children/adults must be the overriding factor.

APPOINTMENTS

The minimum age for all appointments is 18. There is no maximum age for appointments as long as the person is physically able to do the walking and climbing trips/expeditions.

All applicants need to provide a copy of their personal CV and provide names of two referees.

Prior to an interview taking place, verification of qualifications and registrations are to take place where possible, along with references taken up if agreed with the candidate. This will enable any discrepancies to be explored at interview stage.

Conduct Face to Face Interviews and Assessments – A formal interview for all candidates must take place. The interview responses and questions from both the interviewer and interviewee must be recorded. Records will be retained for a period of six months. Candidates have the right to access these notes and records under the Data Protection Act. If these records are not available, cannot be produced or they contain non-objective and discriminatory statements, the organisation decision can be challenged in an employment tribunal and those making the notes may be subject to disciplinary action.

References – The offer of any voluntary or paid position is subject to the following

- Receipt of at least two written references (one of which must be from the candidates' current/last employer or education provider if the person has been studying) which must be verified by telephoning the reference provider to ensure it is genuine or if any of the following occur: (a) Insufficient information is provided (b) Concerns are raised (c) There is a mismatch of information provided by the candidate at interview.



- All references must be verified and all content must be checked. Any wording of concern must be questioned and the executive director must decide whether it is acceptable, seeking advice where unsure.
- The Executive Director must seek further guidance and advice if there are issues such as significant gaps in employment or time spent abroad (6 months or more).

CONFIRMATION OF IDENTITY

Every candidate must complete a [confirmation of identity form](#). This form will be kept by Young Star as long as the candidate is working/volunteering with Young Star

REGISTER OF STAFF/VOLUNTEERS

The Executive Director is responsible for keeping a register of all staff/volunteers on the Young Star website together with a picture on each individual. This allows Young Star users to become familiar with who they may come into contact with. It will also assist those who may want to raise complaints or concerns to identify the potential individuals involved.