Yesoid Safer Recruitment Policy

Purpose and scope

This policy sets out how Yesoid recruits and checks everyone who works with our young people, so we don't appoint anyone unsuitable. It applies to every role, paid or unpaid, and to anyone engaged: employees, mentors, volunteers, trustees, and contractors.

We work with boys aged 10 to 18, and up to 25 for those with additional needs, and with adults at risk. This policy sits alongside our Safeguarding Children Policy, Safeguarding Adults Policy, Code of Conduct, Mentoring Policy, Giving Lifts to Mentees Policy, Confidentiality Policy and Whistleblowing Policy.

Our commitments

Safeguarding comes first at every stage of recruitment, and no one starts work with young people or adults at risk until every check is complete. We will:

- recruit openly and fairly, and advertise every new paid role
- apply the same checks to every role with contact with young people or adults at risk, paid or voluntary, whether or not the person will be supervised
- keep a record of every check for every person
- make sure every interview panel includes a designated safeguarding lead or a person with an up-to-date Level 2 safeguarding certificate

Planning and advertising a role

Every role starts with a written role description and person specification. The role description sets out the duties, who the person reports to, how much contact they will have with young people or adults at risk, and the checks the role needs. The person specification lists the skills, experience, qualifications and values required.

Every advert and role description includes:

- a statement that Yesoid is committed to safeguarding and promoting the welfare of children and adults at risk
- a statement that any offer depends on references, identity and right-to-work checks, and an enhanced DBS check with the relevant barred list
- an equality statement

Where being a member of our community is a genuine requirement of a role under the Equality Act 2010, the role description says so and explains why.

We advertise every new paid role openly, with a closing date, through community publications and at least one online channel. We recruit mentors and volunteers through the community's volunteer network. They complete the same application, interview and checks as paid staff.

Applications and shortlisting

Everyone applies on our application form, and a CV can be added to it. The form asks for a full history of employment, voluntary work and education, with an explanation of any gaps, the names of two referees, a declaration about any convictions, cautions or barring that the law requires an applicant to disclose for the role, and consent to our checks.

Two people shortlist each application against the person specification, working separately, and record their reasons. At least one of them is not the person who will manage the new post. Before the interview, we follow up on any gaps, inconsistencies, or concerns in an application.

Interviews and references

Every candidate is interviewed by at least two people, one of whom is a designated safeguarding lead or holds an up-to-date Level 2 safeguarding certificate. Every interview asks the same core questions, including why the candidate wants to work with young people, how they understand boundaries and confidentiality, how they would respond to a safeguarding concern, and any gaps or concerns in their history. The panel keeps its notes.

We take two references for every appointment. For a paid role, one is from the most recent employer. For a volunteer, one is from the organisation or community leader who knows them best. A family member cannot act as a referee. Referees are contacted by phone and asked questions about the applicant, including whether they know of any reason the applicant should not work with people at risk. We write up each call and keep the note on file.

We raise any concern from a reference with the candidate before an appointment is made.

Pre-appointment checks

No one starts work with Yesoid until every check below is complete and recorded.

- **Identity.** We see original photo identification and proof of address, and record what we saw.
- **Right to work.** For every paid role, we check the right to work in the UK and keep a copy.
- **Qualifications.** We see the original certificate for any qualification a role requires.
- **DBS.** Every employee, mentor, volunteer and trustee working with our users has an enhanced DBS check with the relevant barred list check: children's, adults' or both.
- **DBS Update Service.** Everyone registers on the Update Service and permits Yesoid to check their status every year.
- **Overseas.** For anyone who has lived or worked abroad, we ask for a certificate of good conduct from that country where one is available.
- **Trustees.** We also check that each trustee is not disqualified from acting as a trustee under charity law.

We do not appoint anyone who is barred from working with the group they would work with.

Induction and probation

Every new starter completes an induction before their first session with a young person. The induction covers:

- reading and signing the Mentor Handbook, which includes the Code of Conduct and the Giving Lifts to Mentees Policy
- holding an up-to-date Level 2 safeguarding certificate
- meeting our designated safeguarding leads and learning how to raise and escalate a concern
- using the work phone, our CRM and the booking system
- the trauma-informed training module in our Level 2 course
- booking their first supervision session

Every new paid role has a probationary period, set out in the contract, with a review at the end.

Ongoing checks, training and supervision

We check every person's DBS status on the Update Service every year, keep their Level 2 safeguarding certificate up to date, and run safeguarding training four times a year.

Mentors and caseworkers receive supervision every six weeks from our outsourced supervisor. Mentors log each supervision session on their work phone, and the booking system will not let a mentor book another session until it is logged.

Anyone whose circumstances change, including being arrested, charged, cautioned or investigated, must tell a designated safeguarding lead straight away. We review the change before the person works with young people again.

Concerns, allegations and referrals

Any concern about the suitability or conduct of an employee, mentor, volunteer or trustee goes straight to a designated safeguarding lead. If the concern is about a designated safeguarding lead, it goes to the Chair of trustees.

Our designated safeguarding leads decide what happens next. Where they want advice first, they ask the children's duty teams in Bury and Salford for a consultation, describing the situation without naming the child. We refer any allegation against someone working with children to the Local Authority Designated Officer.

We refer anyone who has harmed, or may pose a risk of harm to, a child or adult at risk to the Disclosure and Barring Service, as the law requires. Anyone can raise a concern under our Whistleblowing Policy without fear of reprisal.

Records, monitoring and review

We keep a recruitment record for every person: the identity documents seen, the right-to-work check, qualifications seen, DBS certificate number and date, Update Service check dates, references, interview notes, the signed Mentor Handbook, the Level 2 safeguarding certificate and the induction. We keep records securely and share them only with those who need them, in line with our Confidentiality Policy and Data Protection and GDPR Policy. We do not keep copies of DBS certificates for longer than six months.

Our Compliance and Governance Officer checks these records in the monthly safeguarding audit. Trustees review this policy every year, and sooner if the law or guidance changes, such as Keeping Children Safe in Education 2026.

Approval

This policy takes effect when the board of trustees signs it.

Item	Detail
Approved by	The board of trustees
Date approved	06/10/26
Signed by the Chair	

Next review due	One year after approval