

North Mymms Youth Project - Recruitment and Training Policy

North Mymms Youth Project values the safety of the young people and takes all reasonable steps to ensure that all the volunteers working with young people are suitable. For the purposes of this policy, “young people” includes all persons under the age of 18 attending any project activity, whether as a member or young leader.

Compliance with this policy is intended to:

- Protect both the young people and adults at the Project, and in so doing, protect the Project itself
- Help to ensure that the Project offers opportunities for young people to participate in a safe and enjoyable environment
- Demonstrate the Project’s commitment to protecting young people to potential members and to their parents or guardians
- Help deter the small minority of people who are unsuitable to work with young people from using youth work as a means of gaining access to young people
- Demonstrate to partners the Project’s commitment to safeguarding and protecting young people. (This may include distributors of public funds, potential sponsors and others);
- Demonstrate a commitment to open, fair and consistent selection processes.

Under the Protection of Children Act 1999 all those working with young people should be treated as employees, whether paid staff or volunteers. As such, North Mymms Youth Project has adopted the following recruitment and selection procedure for appointing adults into positions of responsibility within the project.

- All volunteers within the Project should have clear roles and responsibilities
- A job description is available to list the duties for each position
- Applicants for adult leadership and assistant leadership roles are required to complete a self-disclosure form, declaring any convictions or cautions when applying to volunteer at the Project. All convictions, spent or unspent, must be declared.
- Applicants leadership roles at all levels will need to be made aware that they will need to complete an enhanced Disclosure and Barring Service (DBS) disclosure, if appointed.
- All individuals who require a DBS check, as below, will also be required to complete a self disclosure form, and provide details of two appropriate referees not related to the individual; references will be taken up by the Safeguarding Children Officer

The DBS, self disclosure process, and references, must be satisfactorily completed before any person is appointed as a Trustee, Senior Leader, Leader, Assistant Leader or Chair / Safeguarding Children Officer / Treasurer.

DBS checks

An enhanced DBS check must be completed in respect of the following people:

- The chair of the management committee
- The Safeguarding Children officer

- Any deputy Safeguarding Children officer
- The Treasurer
- Trustees
- Any adult who is appointed as a leader or assistant leader at the project
- Any adult who helps more regularly than once a month
- Any adult present overnight with young people (an overnight event is defined as when the young people are present between “lights out” and 7am)

For adults assisting at a single overnight event or activity during any calendar year, original documentation of an enhanced DBS check undertaken by another recognised organisation may be accepted, providing that the check has been completed within the last three years and that original documentation is presented to a Leader or the Chair or Safeguarding Children Officer. Before the adult goes on to assist at any further event, an enhanced DBS check must be undertaken by the Project.

In the event that any conviction or other matter of potential significance is disclosed by any DBS check or self-disclosure, it will be for the Chair of the Committee to determine whether or not the person concerned may undertake the proposed role. In making that decision, the Chair will consult with the Safeguarding Children Officer and other committee members if appropriate, bearing in mind that information is disclosed on a “need to know” basis.

DBS checks will be used as part of the overall recruitment process. DBS checks on existing volunteers will be completed every three years.

Adults who have not been DBS-checked, and young people under the age of 18, must always work under the general supervision of a Leader or Assistant Leader who is DBS checked.

Induction

Parent helpers assisting at meetings should be briefed on the general responsibilities of helpers, on the requirements of any specific role which they are undertaking, and on the duty to report any concerns immediately to the person in charge.

All regular volunteers should undergo an induction that includes signing up to the Project’s policy on safeguarding, good practice guidelines and the Project’s code of behaviour. The induction should also confirm and agree roles and responsibilities and identify any training needs that are required.

Appointment of Leaders

Leaders at all levels are recruited and appointed by the Management Committee.

Agreed requirements for the appointment of Leaders at all levels are as below:

Assistant/Junior Leaders

Assistant and Junior leaders are individuals who may be interested in becoming leaders in the future. They attend at least one a month to assist with running meetings, setting them up etc. At times, they may be given responsibility for a small group of children (for example a cooking group or to run a game/activity under supervision of a more senior leader)

Recruitment and training requirements

- Minimum age 16 (with parental permission) Satisfactory DBS check and references required for over 18 year olds.
- Safeguarding training completed every 3 years, and within 1 month of first meeting.

Activity Leaders

Activity leaders are trusted adults who, working with another leader or DBS checked adult can, with permission of a senior leader run meetings/activities where it is a structured activity with a defined boundary (e.g. gokarting, high ropes, trampoline park etc) or run meetings/activities where there is another more senior leader present onsite (If they are not a first aider, there must also be a first aider onsite.)

Recruitment and Training Requirements:

- Minimum age 18. Satisfactory DBS check and references, has read all our policies and signed off to confirm this
- Safeguarding training completed every 3 years, and before probation period has ended.
- Known to NMYP for at least 12 months, OR evidence suitable experience/qualifications
- Has run 3 meetings to a satisfactory standard in the presence of a leader or a senior leader. This requirement can be waived by senior leader or management committee chair if the person concerned has suitable experience/qualifications.

LEADERS

Leaders are trusted adults who, working with another leader or DBS checked adult can, with permission of a senior leader run any meeting or activity an activity leader can be in charge of; run any non residential meeting or activity including unstructured meetings and activities (If they are not a first aider, there must be a first aider present.)

Recruitment and Training Requirements:

- Minimum age 21. Satisfactory DBS check and references, has read all our policies and signed off to confirm this.
- Safeguarding training completed every 3 years, and before probation period has ended.
- Known to NMYP for at least 24 months, has been an activity leader for at least 12 months OR can satisfy the management committee that they have evidence suitable experience/qualifications
- Has to run 3 meetings to a satisfactory standard in the presence of a senior leader. This requirement can be waived by management committee chair if suitable experience/qualifications are seen (e.g. qualified teacher)

Senior Leaders

Senior Leaders are trusted adults who, working with another activity leader or DBS checked adult can run any meeting or activity a leader can be in charge of; run an overnight residential event of any length; approve (in conjunction with management committee) meetings/activities for activity leaders and leaders to run.

Recruitment and Training Requirements:

- Minimum age 21. Satisfactory DBS check and references, has read all our policies and signed off to confirm this.

- Safeguarding training completed every 3 years and before probation period has ended.
- Known to NMYP for at least 24 months, has been a leader for at least 12 months OR can satisfy the management committee that they have evidence suitable experience/qualifications
- In date First Aid and Food Hygiene Qualification
- Has to run 3 meetings and one residential experience to a satisfactory standard in the presence of a senior leader or chair of management committee. This requirement can be waived by management committee (or Chair in the case of Senior Leader) if suitable experience/qualifications are seen

Officers, Management Committee and Trustees

Officers are recommended by the Management Committee, from amongst the members of the committee. Final decisions on appointment will be taken by the Chair

Officers include:

- Chair
- Secretary
- Treasurer
- Safeguarding Children Officer

Training

All training will be provided by a training provider approved by the management committee, to support individuals to fulfil their role. Training may be provided “in-house” by an appropriately qualified leader, or through on-line training, or through external trainers. Costs of approved training will be met by the Project.

All required training should be completed within six months of taking up any position for which it is required, and at least three yearly thereafter.

If individuals can demonstrate that they have completed relevant training outside of the club, eg as workplace training, this will be acceptable.

The table overleaf summarises the requirements for different roles.

Safeguarding Children Training will enable individuals to recognise their responsibilities with regard to good practice and reporting poor practice or concerns regarding young people.

First Aid Training will enable leaders and assistant leaders to provide a safe first response to any injury that may occur while they are responsible for members or helpers. (An accredited first-aider must be present at each club activity)

Food hygiene training will support safe practice by those responsible for storage, preparation and cooking of food during camp or other activities

Health and Safety training will support delivery of safe practice in all club activities

Role	Safeguarding Children	First Aid – emergency response	First Aid including Basic Life Support	Food Hygiene	Health and Safety	Minibus driving license
Regular helpers with child contact	Level 1, offered and encouraged	offered and encouraged, but may opt out				
Assistant Leaders	Level 2					
Activity Leaders			offered and encouraged, but may opt out			
Leaders						
Senior Leaders	Level 2		Level 2	Level 2		
Safeguarding Children Officer	Level 3					
Adults attending camp activities				Level 1		
Adults leading food preparation at camp				Leve 2		
Health & Safety Officer				Leve 2	Level 2	
Minibus drivers						required

Additional training may be agreed by the Management Committee on an ad hoc basis, as the need arises.

It is the responsibility of Leaders to ensure that for any activity for which specific training or certificated competences are normally required, appropriately qualified personnel are present, whether these are club personnel or third party activity providers.

The Management Committee will review training requirements of Leaders at least annually and this will be included in the annual review conducted by the Chair of the Management Committee.

Signed

Date

First Approved by Management Committee August 2010

Last Reviewed and updated September 2024