



Safer Recruitment of Staff Policy

Mountain Extreme highly values all the work its staff do with young people. As part of the recruitment process it is important that all those concerned with this work are confident that recruitment procedures are as comprehensive as possible. The vetting of individuals to varying degrees is a necessary part of the recruitment process. This procedure in no way reflects any element of distrust.

These guidelines have been written to take account of those changes. They are:

1. Supervised access – where no check is required
2. Those requiring a Background Check, unsupervised access and Regulated Activity

To ensure individuals go through the correct vetting procedures the following guidelines are to be used.

1. Supervised access – where no Background check is required

Supervision

A worker who is being supervised when working with children does not need to be Background checked. This is because they are not doing a Regulated Activity.

So what does it mean to say someone is supervised? In terms of climbing, hill walking and mountaineering activities, a worker or volunteer is **supervised** when they are in direct sight or hearing of someone who is both over-seeing them and has been **enhanced Background Checked**.

If no one is overseeing the worker, or if the person overseeing the worker does not have a Background check, then the worker may need to be background checked.

It is important to note that supervision must take place on an on-going basis and so it must not tail off as time goes by.

To summarise, the law makes three main points:

- there must be supervision of a worker working with children by a person who is in regulated activity (see below for more on this);
- the supervision must be regular and day to day; and
- the supervision must be 'reasonable in all the circumstances to ensure the protection of children'.

All people involved with youth activities must complete a MOUNTAIN EXTREME volunteer self-declaration registration form where it is anticipated that access will be supervised



2. Those requiring a Background check

Only people undertaking work considered to be a Regulated Activity are to be Background Checked. Regulated Activity is work that a barred person must not do. Organisations can therefore check if a person is on the barred list.

So what is Regulated Activity? These are activities that include the following: Teaching, training, instructing, caring for or supervising children; or providing guidance / advice on well-being; or driving a vehicle only for children, on a frequent basis.

Frequency: Regulated Activities are undertaken at least once a week or more often, or happen intensively on 4 or more days in a 30 day period, or overnight.

Anyone working, which includes volunteering and overseeing those who work or volunteer, with children in any of the above Regulated Activities is to be checked to see that they are not on the barred list – this is done through a background check.

So, those who are considered to have unsupervised access for Regulated Activities must complete the following procedure:

- undergo a background check;
- fill in a MOUNTAIN EXTREME volunteer self-declaration form (see Appendix 7) and
- provide 2 written references.

Interview and Induction

All employees and volunteers with direct or indirect access to children will be required to undertake an interview carried out to acceptable protocol. All employees and volunteers with direct or indirect access to children should receive an appropriate level of formal or informal induction during which:

- checks are carried out to ensure application forms are completed in full;
- their qualifications are substantiated;
- two references are taken up;
- the job requirements and responsibilities are clarified; and
- Child Safeguarding Procedures are explained and training needs identified, e.g. basic child protection awareness and/or Time to Listen.

The following checklist is to be used to record what has been done and retained as a record.