



Eco-Schools

Eco-Schools Safer Recruitment Policy and Procedures

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Keep Britain Tidy is committed to safeguarding and promoting the welfare of children. Keep Britain Tidy manages the Eco-Schools programme in England and expects all Eco-Schools volunteers and staff to share and demonstrate their commitment by implementing the Eco-Schools Child Protection and Safeguarding Policy and by following these Eco-Schools Volunteer Safer Recruitment Procedures.

The primary purpose of this document is to ensure that Keep Britain Tidy provides a robust Eco-Schools volunteer recruitment process; to try and identify those who would be unsuitable; to deter the small minority who are not suitable to work with or who must not have contact with children or young people; and to select and maintain a safe volunteering workforce.

By following this policy, Keep Britain Tidy aims to ensure that children and young people enjoy the highest possible level of protection.

For further details regarding Keep Britain Tidy's Eco-Schools Child Protection and Safeguarding policy is available on the Eco-Schools website.

Eco-Schools Green Flag Volunteer Assessor role description

Post title: Eco-Schools Volunteer Assessor

Location: Travel to local* schools (*schools will normally be in the local vicinity and within a maximum 40 mile radius from the volunteers home or work base. Volunteers may occasionally be asked to exceed this distance when the demand for assessments is high). Volunteer assessors

should only travel at a time and date previously agreed by the school, the volunteer assessor and the Keep Britain Tidy Eco-Schools team.

Reporting to: The Eco-Schools team

Purpose of post: When schools join the Eco-Schools programme they work towards achieving the Eco-Schools Green Flag Award. When the school is ready to apply for the award they submit an application to Keep Britain Tidy and then arrangements are made for an Eco-Schools Green Flag Volunteer Assessor to visit the school to carry out an assessment.

[The full Roles and Responsibilities document can be found on the Eco-Schools website]

Responsibilities, skills and behaviours of a Volunteer Assessor:

- Ability to safeguard the welfare of children
- To follow all safeguarding and health & safety policies of Keep Britain Tidy and those of the school where the visit takes place
- Motivation to work with children and young people
- To carry out a minimum of two Eco-Schools Green flag assessments per year
- To review Eco-Schools Green Flag applications prior to carrying out an Eco-Schools Green Flag assessment
- To contact the Eco-Schools team straight after an assessment to inform them of the result of the Eco-Schools Green flag assessment and provide feedback
- To complete and return Eco-Schools Green Flag assessment forms within seven days of the assessment
- If willing, to attend Eco-Schools related events on behalf of the Eco-Schools team (arrangements subject to the agreement of individual assessors)

Application form

An application form is required to be completed by all Eco-Schools Volunteer Assessors. The candidate will be required to sign a statement that they are not disqualified from working with children, or subject to sanctions imposed by a regulatory or professional body, and that the information provided on the form is complete and accurate.

References

Details of at least two referees are required from each volunteer and only upon receipt of the two references and completion of the training course (including verification of identification) will a volunteer be offered the opportunity to commence assessments in schools. The references will always be sought and obtained directly from the referee and not through a third party or directly through the volunteer.

Type of referees:

1. Employment or academic

One referee should be the applicant's current, most recent employer or for full time students the principle or department head. Wherever possible, they should be able to comment on the applicant's work with children. All referees will be asked about the candidate's suitability for the role as an Eco-Schools Green Flag Volunteer visiting schools and interacting with children and young people. The referee will also be asked if they know of any reason why the applicant should not work with children or young people.

Where an applicant is not currently working with children, but has done so in the past, a reference can be obtained from the last employer for whom the person was employed in work with children.

Where an applicant has not worked in any capacity previously with children or young people references from their present employer, the latest or current educational establishment, any voluntary work or someone who knows the candidate well from other activities are acceptable. References will not be accepted from relatives.

2. Character / personal

The second referee can be that of any other background, but must not be a relative. The referee will be asked to confirm the ability, motivation and aptitude of the volunteer for the post. We will ask for confirmation that the referee is completely satisfied that the candidate is suitable to work with children and, if not, to give specific details of their concerns and the reasons why they believe the person might be unsuitable. We will remind the referee that they have a responsibility to ensure the reference is accurate and does not contain anything that misrepresents the volunteer and that relevant factual content may be discussed with the applicant.

Follow up interview

A follow up telephone interview if deemed necessary will take place with the volunteer and referee following the questionnaire results and the outcome of the references.

Training course

All volunteers will be asked to attend a free one day course that will cover the full role and responsibility of assessor and specific information about the assessment process and protocols during a visit into any school. Identification check

All volunteers will be required to submit documentation to verify their identification (recent photographic identification) and recent home address (within three months), plus a passport style

colour photo for Keep Britain Tidy's records.

Review of the volunteer's role

There will be a review of the volunteer as an Eco-Schools Assessor regularly throughout the duration of their volunteering with Eco-Schools. This will be in the form of feedback from schools coordinator and Eco-Schools administration team. Present assessors, following a three year period after their latest CRB/DBS check, will be required to present appropriate identification in accordance with the procedure set out in this document.

Eco-Schools Safer Recruitment Policy and Procedures. All assessors will annually be contacted to ascertain their recorded details are up to date. Every five years all assessors will be required to provide their most recent identification documents (originals only) to Keep Britain Tidy for verification and must sign the updated policies as applicable.