



Recruitment of Trustees Policy

Purpose and Scope

This policy applies to Growing Resilience in Teens (GRIT), a Charitable Incorporated Organisation (CIO) registered number 1176272.

The purpose of this policy is to set out the minimum requirements of a recruitment process for trustees of Growing Resilience in Teens; GRIT that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with young people;
- identify and reject applicants who are unsuitable for work with young people

We acknowledge the use of some relevant material from The NSPCC guidance.

This policy applies to all prospective trustees of GRIT charity. The recruitment of volunteer mentors is detailed in the mentor policy. The recruitment of participants to the GRIT programme is detailed in the relevant policy, using the guiding principles of this policy.

1. Statutory Requirements

Where there are some statutory requirements for the appointment of trustees, they must always be met, recognising that those requirements will change from time-to-time.

2. Identification of Recruiters

Subject to the availability of training, GRIT will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

3. Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “GRIT is committed to safeguarding young people. All postholders are subject to a satisfactory enhanced DBS disclosure.”

Prospective applicants will, as a minimum, be supplied with or given access to the following:

- Job description and person specification;
- GRIT’s safeguarding policies;
- GRIT’s safe recruitment policy;
- The selection procedure for the post, with time frame where possible.
- GRIT’s Equality and Diversity Policy

All applications must be in writing (either on paper or by e-mail).

4. Short-listing and References

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee.

References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of young people;
- the candidate's suitability for this post.

5. The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face where possible. We recognise that this may not be possible if government guidelines prohibit face to face meetings as in the current COVID-19 pandemic. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Standardised questions will be put to each candidate and interviewers will assess each candidate against the agreed options for each question.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS (Disclosure and Barring Service) disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of young people.

6. Employment Checks

All successful applicants are required:

- to provide proof of identity;
- to complete a DBS disclosure application and receive satisfactory clearance;
- to provide actual certificates of qualifications;
- to complete a confidential health questionnaire;
- to provide proof of eligibility to live and work in the UK.

7. Induction

All trustees who are new to GRIT will receive induction training that will include GRIT's safeguarding policies and guidance on safe working practices. Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

8. Related Policies

This policy should be read in conjunction with the following GRIT policies, which provide additional guidance and context:

- GRIT Safe Recruitment Policy (Self-Employed Staff and Volunteers)
- GRIT Safeguarding Policy
- GRIT Equality, Diversity and Inclusion Policy
- GRIT Digital Safety Policy
- GRIT Data Protection and Privacy Policy

Together, these documents ensure a consistent and comprehensive approach to safeguarding, recruitment, and governance across GRIT.

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- Updated by Rebecca Kelly (CEO) 9/4/25
 - Approved by Dr Louise Randall, Chairman

Signature:

Date:

Dr Louise Randall

26/09/2025

- Next review date: 1/4/28