

Genuine **Futures** CIC – Volunteer Onboarding & Compliance Document

PREVENTION OVER
PUNISHMENT:
BUILDING SAFER FUTURES
TOGETHER

Version: 1. Approved by Board of Directors: 01 Nov 2025 Next Review: 01 Nov 2026

1 Purpose and Scope

This document ensures that all volunteers engaged by **Genuine Futures** CIC are recruited, vetted, and supervised in line with UK safeguarding law and the organisation's **Safer Recruitment Policy**. It applies to all volunteers, including those supporting community projects, youth programmes, educational or outreach activities involving children, young people, or adults at risk.

2 Legislative Framework

Compliant with: • *Keeping Children Safe in Education (KCSIE) 2025* • *Working Together to Safeguard Children (2023)* • Children Acts 1989 & 2004 • Safeguarding Vulnerable Groups Act 2006 • Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) • Data Protection Act 2018 and UK GDPR • Equality Act 2010

3 Onboarding Process

Stage	Requirement	Purpose
1 Expression of Interest	Complete Volunteer Application Form	Gather personal details and motivation
2 Interview / Discussion	Conducted by Manager or DSL	Assess suitability and safeguarding understanding
3 Reference Checks	Two references (one professional, one character)	Verify reliability and conduct
4 Identity Verification	Photo ID + proof of address	Confirm legal status
5 Enhanced DBS Check	For regulated activity roles	Ensure safe eligibility
6 Safeguarding Induction & Code of Conduct	Mandatory before start	Clarify boundaries and reporting
7 Role Description & Agreement	Signed Volunteer Agreement	Define duties and supervision
8 Probation Period	Usually 3 months	Review performance and suitability

4 Safeguarding and Legal Requirements

All volunteers must:

- Read and understand the **Safeguarding & Child Protection Policy**, **KCSIE Summary**, and **Online Safety Policy**.
- Know the **Designated Safeguarding Lead (DSL)** and **Deputy DSL**.
- Report any concern immediately to the DSL.
- Never work unsupervised with children unless DBS-cleared and authorised.
- Avoid private communications (including social media) with children or young people.
- Maintain confidentiality and professional boundaries at all times.

Non-compliance may result in removal from the role and possible referral to authorities.

5 Reference to Safer Recruitment Policy

The **Safer Recruitment Policy** governs this process by ensuring:

- Equal standards for volunteers and staff in regulated activity.
- Risk assessment for DBS requirements.
- Follow-up on gaps in volunteering or employment history.
- Central record of checks (DBS numbers, references, training).
- Ongoing supervision and review of volunteer conduct.

6 Training and Supervision

All volunteers will:

- Complete induction and safeguarding training before duties begin.
- Refresh training annually or when guidance changes.
- Be supervised by a manager or project lead.
- Attend debrief or reflective sessions as needed.

7 Data Protection and Confidentiality

Volunteer data is processed under the *Data Protection Act 2018* and *UK GDPR*, used only for safeguarding and operational purposes, and retained per the **Data Protection & Privacy Policy**.

8 Volunteer Declaration

I confirm that:

1. Information given is true and accurate.
2. I will follow all Genuine Futures CIC policies including Safeguarding and Safer Recruitment.
3. I consent to required background checks and training.
4. I understand this is a voluntary role and agree to uphold the organisation's values and safeguarding standards.

Signed: _____ **Date:** _____ **Print Name:** Mike Alleyne

9 Approval and Record

Approved by Board of Directors: 01 Nov 2025 **Review Date:** 01 Nov 2026 **Designated Safeguarding Lead:** Mike Alleyne **Email:** Mike@genuinefutures.co.uk **Volunteer Coordinator:** Charlotte Hamblet **Email:** Charlotte@genuinefutures.co.uk

Appendix A – Volunteer Induction Checklist

Task	Completed (Y/N)	Date	Initials
Identity verification checked			
References received & reviewed			
DBS check completed			
Safeguarding / KCSIE training completed			
Code of Conduct issued and signed			
Confidentiality & Data Protection covered			
Role description provided & agreed			
Emergency procedures explained			
First supervision meeting scheduled			
Induction completed by (Manager Name)			