



# **RECRUITMENT POLICY & PROCEDURE**

**(Including Safer Recruitment)**

## POLICY CONTROL

Version	Description	Date	Approval
0.1	Recruitment Policy – consolidation of Trustee and Volunteer policies	March 2024	
1.0	Board approval	11 June 2024	Board
2.0	HR Consultant review	27 November 2024	
3.0	Reviewed – inclusion of safer recruitment	April 2026	Board
<b>Next Review:</b>		February 2029	
<b>Owner:</b> Director – Zoe Nixon			

**This policy has been approved for issue**

**Signed:** 

**Position:** *Chair*

**Date:** *22-04-26*

## LINKED POLICIES & DOCUMENTS

Newquay Foodbank Constitution

Role Profiles

Equality, Diversity and Inclusion Policy

Safeguarding Policy

## APPENDICES

A – Employment application form

B – Volunteer application form

C – Volunteer Confidentiality Agreement

D – Volunteer Commitment Agreement

E – Trustees and Leadership Team Code of Conduct

F – Volunteer reference request

## RECRUITMENT POLICY

### 1 INTRODUCTION

This policy outlines the Newquay Foodbank approach to achieving its aim of supporting the Community through attracting and maintaining a competent and diverse workforce that can meet community and organisational needs.

Newquay Foodbank also recognises that an effective Board of Trustees is essential if the charity is to be effective in achieving its objectives and operate within the Constitution. The Board must seek to be representative of the people the charity serves and must have available to it all the knowledge and skills required to run the charity.

This policy sets out how Newquay Foodbank will recruit an effective team aligned with our policies, including Safeguarding, Equality, Diversity & Inclusion. All nominated recruiters will undertake Safer Recruitment training or be supervised by a trained person such as the Foodbank Manager. Newquay Foodbank will undertake DBS checks for all staff members at the required level for the role they will undertake.

This policy does not form part of your contract and may be amended from time to time as appropriate.

### 2 SCOPE

The whole of this policy applies to the recruitment of employees, workers, volunteers and trustees (collectively 'Staff Members').

The safer recruitment section of this policy also applies to hiring of agency workers and contractors.

### 3 POLICY STATEMENTS

The following policy principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be screened against the job requirements as laid out in the job description and person specification.
- Recruiting Managers taking part in recruitment and selection will have been appropriately trained or briefed.
- The principles of the **Equal Opportunities Policy** will be followed at all times.
- Reasonable adjustments will be made to reduce any disadvantage faced by disabled people in making a job application.
- The principles of the **Data Protection Policy** will be adhered to at all times. All information held about a candidate is used only for the purpose for which the information has been collected.

### 3.1 Safer Recruitment statement

Safer recruitment is a set of practices to help make sure our staff and volunteers are suitable to work with children, young people and/or vulnerable adults. It's a vital part of creating a safe and positive environment and making a commitment to keep children and vulnerable adults safe from harm.

The Foodbank is committed to the following safer recruitment principles:

- safeguarding and protecting all children, young people and vulnerable adults by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children, young people and vulnerable adults
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes child protection

The key to safer recruitment is rigorous scrutiny and a process to ensure all information gathered during the process is thoroughly checked at every stage by the line manager. The need to safeguard vulnerable groups is considered throughout the recruitment and selection process. Please refer to the Foodbank's **Safeguarding Policy** for further information about our safeguarding procedures.

### 3.2 Equality and Diversity statement

As a Foodbank, we recognise the positive value of diversity, promoting equality and challenging unfair discrimination. We draw on the different skills and experiences of our people to build an agile, professional, competent and diverse workforce, which can adapt to changing risk and add value to community outcomes.

Our commitment to providing the best service possible to our communities means that we recruit on merit, and we aim at all times to recruit the person who is most suited to the job. This means that appointments are made on the basis of the applicant's skills, knowledge, experience, behaviours, and/or values, when assessed against the requirements for the job.

We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.

We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace, including premises & equipment, duties, practices or policies. For more information, please refer to our **Equality, Diversity and Inclusion Policy**.

### **3.3 Recruitment of ex-offenders statement**

The Foodbank assesses applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS). As such, the Foodbank complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.

The Foodbank makes every person who is the subject of a DBS criminal record check aware of the existence of the DBS code of practice and makes a copy available on request. This written statement on the recruitment of ex-offenders is also made available to all DBS applicants as part of the recruitment process.

The Foodbank undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

The Foodbank can only ask an individual about convictions and cautions that are not protected. This means that we can only ask an individual to provide details of convictions and cautions that the Foodbank is legally entitled to know about.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that a check is both proportionate and relevant to the position concerned. A DBS certificate at either standard or enhanced level can legally be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). For those positions where a criminal record check is identified as necessary, all job adverts, and all application forms will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The Foodbank ensures that all managers involved in the recruitment process have received suitable guidance and/or training in the relevant legislation and how to identify and assess the relevance and circumstances of offences.

At interview, or in a separate discussion, the Foodbank will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. The Foodbank undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

If an applicant fails to reveal information that is directly relevant to the position they are applying for, then this could lead to withdrawal of an offer of employment.

## **4 CONSIDERATIONS WHEN RECRUITING TRUSTEES – THE CONSTITUTION**

There are rules and guidelines in the Newquay Foodbank Constitution that will be followed regarding eligibility, skills and the process for recruitment of Trustees. The Constitution will be referred to in all Trustee recruitment.

Whenever a Trustee departs, a skills audit of the Board will be done. Recruitment of a replacement will take account of the skills audit and of the skills being lost by the departure, including consideration of any specific roles or duties that the individual leaving the board was undertaking.

## 5 RECRUITMENT PROCEDURE

To ensure clarity throughout the recruitment process communication with potential staff members should be through the nominated recruiter until directly handed on to other Team Managers

The following process should be followed for recruitment of all staff members:

### 5.1 Planning

- The job description, person specification and proposed salary/hourly pay for a given position will be checked and verified by the Operations Manager, Office Manager, or Chair as appropriate.
- Plan a range of selection methods that are clearly related to the person specification. Interviews to recruit people to work with children, young people and/or vulnerable adults will be conducted face-to-face.
- Advertising methods will be agreed on a case-by-case basis by the Operations Manager.

### 5.2 Advertising

- Advertise all vacancies to attract a wide selection of applicants.
- Ensure that all employees are made aware of Foodbank vacancies, so that they have an opportunity to apply for promotions and other career opportunities.
- Adverts will include pay details (rather than a range) to ensure transparency and follow ethical best practice.
- Adverts will include the following statement about our commitment to keeping children, young people and vulnerable adults safe in every advert, whether on the foodbank website, online jobs boards, social media or anywhere else: *“Newquay Foodbank is committed to safeguarding vulnerable groups. Where applicable, postholders will be subject to a satisfactory Disclosure Barring Service check.”*

### 5.3 Applications

- Applications from prospective employees and workers should use the Application form at **Appendix A** if an electronic version is not available/suitable.
- Applications from prospective volunteers and trustees should use the Application form at **Appendix B** if an electronic version is not available/suitable.
- In the first instance initial interest will be routed through the method specified in the adverts.
- The nominated recruiter will contact the applicant and request any further information e.g. portfolio, CV or details of relevant experience
- Reasonable adjustments will be made to the application process for disabled applicants, as required. For example, this may include allowing the applicant to make their application verbally by phone or video call, or providing the application form in a different format.

### 5.4 Taster sessions – Volunteer and Trustee roles only

- The recruiter will liaise with the appropriate Team Manager to organise a taster session as soon as possible after the initial expression of interest and informal suitability call.
- In the case of volunteers, this will be targeted at the role the applicant wishes to take on.
- The purpose of the taster session is for:

- Volunteers to observe the role and gain hands on experience before proceeding with the full recruitment process
- A chance to meet and chat with other Volunteers
- A chance for Leads or Managers to assess the potential volunteer's suitability
- The applicant will be sent copies of the Application Form, Volunteer Agreement, Code of Conduct and Confidentiality Agreement (Appendices A-D) for information. This manages volunteers' expectations as to the requirements of the roles.
- Once the taster session is complete the Team Manager is to report back to the recruiter on how the session went. From there the applicant will be contacted to ascertain their continued interest.

**Trustee Recruitment only:**

- The Constitution states specific documentation that should be issued to potential Trustees. Due to the confidential nature of this documentation, it will be sent after completion of a successful taster session. This will be issued by the Chair of Trustees or Trustee Secretary.
- The applicant will also be asked to declare any conflicts of interest and will be required to sign a declaration that they are not disqualified from being a trustee as per section 72 (1) of The Charities Act 1993.
- Trustee appointments will be put to the following Board meeting and a vote taken in accordance with the procedure for appointing co-opted trustees as detailed in the Constitution.
- Trustees must sign the Volunteer Commitment Agreement (**Appendix D**) and the Code of Conduct form (**Appendix E**) upon joining.

## 5.5 The Selection Process

**Shortlisting applications** – employee and worker applications only:

- Shortlisting is conducted by a minimum of two people, one of whom will be a manager in the team being recruited to.
- Ensure that all disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the person specification are guaranteed an interview.
- Ensure that where a member of the shortlisting panel is related to an applicant or is a friend or business associate of an applicant outside work, they immediately step down from the selection process completely and an alternative manager is allocated in their place.

**Interviews:**

- Invite shortlisted candidates for interview and/or assessment tests in writing, giving an outline of the selection methods that will be used, and asking in advance whether they require any reasonable adjustments for the interview and selection tests (if used).
- Reasonable adjustments will be provided for disabled candidates both at interview and at selection tests, in line with their needs.
- Ensure interviews are conducted by a minimum of two people, at least one being a manager in the type of team being recruited to. Where a job involves working with children, young people or vulnerable adults, the panel will also include at least one recruiter who has successfully achieved accredited training in safer recruitment procedures.
- The interview panel will preferably be diverse and consist of managers from different backgrounds and should be gender-balanced where possible.
- Ensure that where a member of the proposed interview panel is related to an applicant or is a friend of an applicant outside work, they immediately step down from the selection process completely and an alternative manager is allocated in their place.
- Prior to the interview, ensure interviewers will have a copy of:
  - The interviewee's Application form
  - Blank interview forms containing the interview questions for this role

- A copy of the job advert
- The job description and person specification
- Base the assessment of disabled candidates on their performance only after reasonable adjustments have been made.
- Record the response to each question in appropriate detail so as to show how the candidates score was arrived at.
- Ensure that interviewers do not disclose or infer the outcome of the selection process to applicants.
- Ensure that all interview notes and their decision notes regarding successful and unsuccessful candidates are placed on file.

## 5.6 Offers of appointment and pre-hire checks

The relevant manager will:

- a. Make offers of employment in writing to successful candidates, which are conditional upon all pre-employment checks being satisfactory. Enclose the relevant contract/agreement and details of all pre-hire checks with the offer letter.
- b. Conduct pre-checks, to include:
  - **Right to work in the UK (for employees and workers only):**
    - Identity documents confirming Right To Work in the UK
  - **Criminal Records Disclosure form (for employees, workers and Trustees only):**
    - giving the candidate an opportunity to inform us confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions on their record.
  - **Disclosure and Barring Service (DBS) check (for employees, workers, trustees and volunteers)**
    - Where a role involves working with children, young people or vulnerable adults, (see <https://www.gov.uk/find-out-dbs-check> if you are not sure) the candidates will also be required to:
      - complete a DBS disclosure application and receive satisfactory clearance at the appropriate level
      - allow sight of the DBS to the Foodbank prior to commencing work for the Foodbank
  - **Full driving license** (where this is required for the role)
  - **Medical screening (for employees and workers only):**
    - Successful applicants will be asked to complete a health assessment form and may be required to meet with an Occupational Health (OH) specialist.
    - The OH appointment will focus on the health and wellbeing of the applicant in relation to carrying out their job role and duties, as well as ensuring that any duty to make reasonable adjustments is complied with.
  - **Satisfactory references:** all external candidates will be required to provide two satisfactory references, one of which must be from their most recent/current employer.
    - Neither referee should be a relative or someone known to the applicant solely as a friend.

- The Foodbank will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant or on open references or testimonials.
  - Where a job involves working with children, young people and/or vulnerable adults, the referee will also be asked questions about:
    - the candidate's suitability for working with children, young people, and/or vulnerable adults,
    - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, and/or vulnerable adults.
  - The Foodbank will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.
- c. Record and retain all pre-hire checks in the individual's personnel file in accordance with the Data Protection Policy and the DBS Code of Practice.
- d. Carry out any follow up actions necessary if a DBS check is unsatisfactory or if there are any discrepancies in the information received. Where pre-hire checks are not satisfactory, this will be discussed with the relevant manager and a risk assessment may be put in place, or the offer of appointment may be withdrawn.

### **5.7 Successful applicants – Next steps**

- Team Allocation – The recruiter will pass the applicants details to the Team Manager of the team they wish to join for further contact.
- Induction– The induction process will be organised by the Operations Manager and will be timed according to recruitment drives. Successful applicants will be invited to the next available induction.
- Completion of induction and mandatory training are critical elements of working for the Foodbank and monitored accordingly.
- All staff who are new to the Foodbank will receive induction training that will include:
  - The safeguarding policy and guidance on safe working practices
  - Health & Safety at Work, including fire training.
  - Information Governance and GDPR.
  - Equality in the Workplace.
  - A personal development plan to equip them with all the skills, knowledge and experience required for them to perform their role to a high standard.

### **5.8 Unsuccessful applicants – Next steps**

- Unsuccessful applicants will be provided with feedback through their recruiter and where possible alternative roles will be suggested. Documents relating to the application will be held on file for 12 months then deleted.

## **6 REVIEW**

This policy and its implementation will be reviewed at least every three years or where significant changes occur. The procedure will be reviewed with lessons learned in mind after each recruitment drive.

## APPENDIX A

### Newquay Foodbank – Employment Application form

#### VACANCY DETAILS

<b>Job Title:</b>  Please indicate your preferences below *Full time *Part time (hours and days)
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#### PERSONAL DETAILS

Title:	Surname:
Forenames:	
Permanent Address:	
Postcode:	
Home Telephone:	
Mobile:	
Email Address:	

#### REASONABLE ADJUSTMENTS

Do you require any Reasonable Adjustments to the selection process for this role, which will involve shortlisting from the application form, an interview, and may also involve selection tests such as a work-based exercise?  YES / NO
If Yes, please specify what adjustments are required (e.g. ground floor venue, sign language, written materials in a different format etc).

#### PRESENT OR MOST RECENT EMPLOYMENT

Job Title:	
Date Started:	Notice Required:
Date Left (if applicable):	
Reason(s) for Leaving:	
Employer's Name:	Telephone No:
Address:	
Postcode:	

Main Duties and Responsibilities:

**PREVIOUS EMPLOYMENT**

**Please include all employment and voluntary work since leaving school, starting with your most recent employment and working back. Please ensure all time periods are accounted for including any gaps (e.g. travelling, maternity leave, unemployment etc).**

Name and Full Address of Employer	Job Title and Main Responsibilities	Dates From To		Reason(s) for Leaving

**SECONDARY, FURTHER AND HIGHER EDUCATION**

<b>Please provide your education history here, including ALL qualifications, both academic and vocational, and any ongoing study:</b>		
<b>Name and location of School, College or University</b>	<b>Dates From To</b>	<b>Qualifications Gained</b>

**PERSONAL SKILLS, VALUES AND DEVELOPMENT**

**Please tell us about any courses, professional memberships, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:**

**SUPPORTING STATEMENT**

Referring to the Job Description provided, please use this section for further information in support of your application. This needs to be related to the requirements of the job and should cover the following:

- The experience, skills, knowledge and personal qualities which you consider make you suitable for the job.
- Your reason for applying.
- Please tell us about any occasions where you have demonstrated the skills, values and behaviours outlined in the Job Description for this position

**ADDITIONAL INFORMATION**

Do you hold a current driving licence?		
Yes	No	
Do you have access to a vehicle to travel to work?		
Yes	No	
Do you have a current right to work in the UK?		
Yes	No	
If yes, please indicate which of the following provides your Right to Work in the UK:		
<ul style="list-style-type: none"><li>• British or Irish citizen</li><li>• Pre-settled or Settled status from the EU Settlement Scheme</li><li>• Family permit from the EU Settlement Scheme</li><li>• Indefinite leave to Enter or Remain</li><li>• Limited leave to enter or remain (for example Biometric residence permit)</li><li>• Student visa</li><li>• Innovator Founder visa</li><li>• Skilled Worker visa</li><li>• Family/Dependent's Visa</li><li>• Accession Worker Card</li><li>• Other (please specify).....</li></ul>		
Is your right to work in the UK time-limited?		
Yes	No	Not applicable, I do not have the Right to Work in the UK
Are you willing to undertake any necessary training?		
Yes	No	
Would you object to a Disclosure and Barring Service Enhanced Employment check?		
Yes	No	

## DATA PROTECTION

All information contained on this form will be treated as strictly confidential to Newquay Foodbank and will be used for recruitment purposes only. In the event that you are not employed by the service, the form will be retained for six months and then destroyed.

## EQUAL OPPORTUNITIES

Under the Equal Opportunities Policy operated by Newquay Foodbank, equal consideration will be given to all applicants.

## DECLARATION

I declare that to the best of my knowledge, the information given in this application is complete and correct. I understand that if, after appointment, any information is found to be false, misleading or inaccurate this may lead to dismissal from employment by the organisation without notice.

I have read the privacy policy and confirm my explicit consent within the meaning of the General Data Protection Regulations 2018 for Newquay Foodbank to process my personal information which may include electronic storage of my personal information. I understand that my information will be held securely and confidentially and if I wish to gain access to my information, I can do so by requesting it in writing.

I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at company name.

I understand that any offer of employment is subject to Newquay Foodbank being satisfied with the results of pre-employment checks including references, Disclosure and Barring Service Enhanced Employment Check, eligibility to work in the UK, criminal convictions and medical screening (in line with the operation of the Equality Act 2010).

Signed:

Date:

Please now complete the enclosed Criminal Record Declaration form. Failure to complete the declaration form at this point will automatically mean your application will be withdrawn. This position is exempt from the Rehabilitation of Offenders Act.

**Please return this form to [office@newquayfoodbank.co.uk](mailto:office@newquayfoodbank.co.uk)**

## CRIMINAL RECORD DECLARATION FORM

This form must be completed by all applicants. You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.

### Policy statement on recruiting applicants with criminal records

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from [Advice For Individuals On Criminal Record Related Issues | Nacro](#).

If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on **0300 123 1999** or [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk). All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

Surname		First Name	
<p>This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:</p> <ul style="list-style-type: none"> <li>• All unspent convictions and conditional cautions</li> <li>• All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).</li> </ul>			

For further information on filtering please refer to [Nacro guidance](#) and the [guidance published by the Ministry of Justice \(see, in particular, the section titled 'Exceptions Order'\)](#).

**Criminal record declaration**

Do you have any unspent convictions or conditional cautions?      **YES / NO \***

Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?  
**YES / NO \***

(\*Please delete as appropriate)

If you have answered yes to either question, you now have **two** options for disclosing your criminal record.

**Option 1:** Please provide details of your criminal record in the space below.

**Option 2:** You can disclose your record under separate cover provided that you indicate YES below and attach the details in a separate email. The email should be marked **CONFIDENTIAL** in the title, and state your name and the details of the post.

I have attached details of my conviction separately:      **YES / NO \***

(\*Please delete as appropriate)

**DECLARATION**

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Newquay Foodbank.

**Signed:**

**Date:**

**Please return this form to: [office@newquayfoodbank.co.uk](mailto:office@newquayfoodbank.co.uk)**

## EQUALITY AND DIVERSITY MONITORING FORM

Newquay Foodbank wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form, please contact [office@newquayfoodbank.co.uk](mailto:office@newquayfoodbank.co.uk). Please also return the completed form via email to [office@newquayfoodbank.co.uk](mailto:office@newquayfoodbank.co.uk).

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### Sex and gender identity

#### What is your sex?

Female  Male  Prefer not to say

#### Is the gender you identify with the same as your sex registered at birth?

Yes  No  Prefer not to say

If the gender you identify with is not the same as your sex registered at birth, please write in:

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<b>Age</b>	16-24 <input type="checkbox"/>	25-29 <input type="checkbox"/>	30-34 <input type="checkbox"/>	35-39 <input type="checkbox"/>	40-44 <input type="checkbox"/>	45-49 <input type="checkbox"/>
	50-54 <input type="checkbox"/>	55-59 <input type="checkbox"/>	60-64 <input type="checkbox"/>	65+ <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

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### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### **Asian or Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say   
Any other Asian background, please write in:

#### **Black, African, Caribbean or Black British**

African  Caribbean  Prefer not to say   
Any other Black, African or Caribbean background, please write in:

#### **Mixed or Multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian   
Prefer not to say   
Any other Mixed or Multiple ethnic background, please write in:

#### **White**

Cornish  English  Welsh  Scottish  Northern Irish  Irish  British   
Gypsy or Irish Traveller  Prefer not to say  Any other White background, please write in:

#### **Other ethnic group**

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual   
Undecided  Prefer not to say

If you prefer to use your own identity, please write in:

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**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish   
Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

---

**What is your working pattern?**

Full-time  Part-time  Prefer not to say

---

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours   
Annualised hours  Job-share  Flexible shifts  Compressed hours   
Homeworking  Prefer not to say  If other, please write in:

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**Do you have caring responsibilities? If yes, please tick all that apply**

- None   
Primary carer of a child/children (under 18)   
Primary carer of disabled child/children   
Primary carer of disabled adult (18 and over)   
Primary carer of older person   
Secondary carer (another person carries out the main caring role)   
Prefer not to say
-

**APPENDIX B: VOLUNTEER APPLICATION FORM**

<b>Name of Volunteer</b> (inc. Title)			
<b>Date of birth (optional)</b>		<b>Mobile number</b>	
<b>Email</b>			
<b>Address</b>			
<b>Driving license and business insurance included in policy</b> (Not needed for all roles)	Y or N	<b>Preferred contact method</b> (Whatsapp / Email / Phone)	
<b>Emergency contact name &amp; relationship</b>		<b>Emergency contact number</b> (mobile)	
<b>Volunteer Info</b> (Working / Retired / Family)			
<b>Previous Work Experience / Qualifications</b>			
<b>Do you have any health Conditions that we should be aware of?</b> (If yes, give details)			
<b>Do you agree to a DBS check</b> (Not required for all roles)	Y or N		
<b>Do you have any previous convictions</b> (Does not necessarily mean you cannot volunteer)	Y or N		
<b>References – Please provide 2 references (non-family) who have known you for at least 12mths</b>			
<b>Reference One</b> Name: Relationship to you: Contact Number: Email address:			
<b>Reference Two</b> Name: Relationship to you: Contact Number: Email address:			

Approximately how many hours would you like to volunteer (Please Highlight)				
One off events	1 – 4 hrs a week	1 – 4 hrs a month	As much as needed	Other (Please State)
<b>What role are you interested in volunteering within?</b> Tick all columns as applicable. Many roles have flexible hours that can adjust around your time commitments. <b>You will never be asked to give more time than you are willing.</b>				
	Session Volunteer	St Columb Minor	Tues 9.30am – 12.30pm	
		St Michaels, Newquay	Fri 10am – 12pm	
		St Michaels, Newquay	Fri 12pm – 2pm	
		St Columb Major	Sat 9am – 12.30pm	
	Communications – Photography/ Website / PR / Social Media/ Editorial			
	Community Events – Event management and community engagement			
	Fundraising – Grant applications, business liaison			
	Health and Safety – Risk assessments, policy compliance			
	Logistics – Warehouse and collections management			
	Pathway – signposting food bank users to additional support			
	Stock and Deliveries - Need to have a clean driving license			
	Trustee Board – Secretary, Safeguarding, Grants, Health and Safety			
	Volunteering – Training, recruitment, support			
Please also tick if you would be open to a leadership role in any of the teams above you have selected.				
	Leadership role - Session Lead, Team Lead, Manager			
	Please indicate why you would like to become a volunteer with the Newquay Foodbank and what strengths in particular you believe would be of value as a volunteer.			

**Data Protection:**

Your details will be held by Newquay Foodbank and our umbrella organisation the Trussell Trust, beyond this they will not be shared with any other third party without your explicit consent. Once you leave the Foodbank your data may be held for up to 12 months for safeguarding purposes.

**Volunteer Confirmation:**

By signing the below you confirm that all information contained within this application form is correct to the best of your knowledge. You further consent to Newquay Foodbank processing your data in the consideration of your application during your time as a volunteer with the Newquay Foodbank, if applicable.

<b>Name</b>		<b>Signature</b>		<b>Date</b>	
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Once complete, please return this form to [office@newquayfoodbank.co.uk](mailto:office@newquayfoodbank.co.uk)  
If you have any queries at any point please do get in touch.

**For completion on successful recruitment:**

<b>Role</b>	
<b>Team</b>	
<b>Start Date</b>	
<b>Manager</b>	

## APPENDIX C

# VOLUNTEER CONFIDENTIALITY AGREEMENT

This confidentiality agreement covers the Newquay Foodbanks agreement with you to retain your information in a professional manner in accordance with the [Data Protection Act 2018](#), along with your agreement with us to ensure you handle any information you come in to contact with, whilst working with the Foodbank, in the same manner. The term “staff member” is used to describe any volunteer or employee that is working with Newquay Foodbank.

As a staff member for the Newquay Foodbank, you may have access to (or may learn of) information of a confidential nature including personal volunteer, donor and/or beneficiary details. Confidential information includes (but is not limited to) the contents of the Foodbank Operating Manual, and personal details held online e.g. the Trussell Trust DCS system, written or spoken, printed documents or photographs etc.

Under the Data Protection Act 2018 you must minimise the data collected, ensure it is relevant, use the information only for the reasons it was collected, and only where you have explicit approval from an individual to collect and retain the data. This includes raising referrals for third-party organisations eg Citizen’s Advice. By signing this agreement, you are confirming that you have read and understood the Data Protection Policy which provides further detail.

**The only exception** to this is if you have been party to any information which raises a concern to you, such as a safeguarding matter. In this case, **if you are in any doubt** please pass any information to our Safeguarding Officer or your Team Leader who will discuss it with you directly, and progress as required.

### CONFIDENTIALITY STATEMENT

I understand that while volunteering with Newquay Foodbank I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone outside of the project, subject to the exception outlined above.

**As a staff member I acknowledge that I will be in a position of trust and therefore confirm:**

A.	I am not aware of any reason why I should not undertake this role	
B.	There are matters I need to declare before an appointment is made (Please basic give info below for further discussion if needed, not all concerns would preclude you from working with the Foodbank)	
C.		

**You should declare:**

- Any information that may influence your ability to work with the Foodbank, or affect the kind of role you will be able to undertake
- Any reasonable adjustments you may require for a disability or health condition
- Any unspent criminal convictions, including cautions. Including outside of the UK.
- If your name has been placed on a list of people barred from working with children or vulnerable adults, previously held by ISA now by the Disclosure and Barring Service (DBS).
- If you are currently under investigation by the police.

If you would like any guidance on declaring a conviction, please take a look at the following website: <https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/> for advice on this.

I agree to maintain confidentiality as required above.

<b>Signed</b>		<b>Name</b>		<b>Date</b>	
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If your circumstances change during the time you are working with the Foodbank bank YOU MUST make the Safeguarding Officer or your Team Leader aware at the earliest Opportunity.

**APPENDIX D**

**VOLUNTEER COMMITMENT AGREEMENT**

We appreciate your commitment to Newquay Foodbank and strive to make your volunteer experience with us enjoyable and rewarding. To ensure this is the case, we have created this agreement which sets out our commitment to you and what we hope you can contribute.

**Newquay Foodbank commit to:**

- Never to ask more of you than you are willing to give. Volunteering is just that - voluntary.
- Give you the best experience possible
- Be responsive to your requirements
- Provide you with an induction
- Be flexible in relation to your volunteering hours, recognising individual capacity and the need for holiday
- Provide training required to undertake the role
- Reimburse out-of-pocket expenses as agreed in the Expenses Policy
- Provide a clear leadership structure to access support and raise concerns

**By signing below you agree to volunteer with the Newquay Foodbank and commit to the following:**

- Reading and abiding by Newquay Foodbank’s policies and procedures
- Treating all Foodbank users with dignity and respect
- Maintaining confidentiality as set out in the Confidentiality Agreement
- Performing your role to the best of your ability
- Working within the scope of your role description
- Undertaking training as required to ensure you are able to fulfil your role
- Advising your Lead or the Operations Manager of any changes to your circumstances that may affect your ability to fulfil your role
- Asking questions and raising concerns to ensure you stay safe whilst volunteering
- Meeting time and other commitments as agreed
- Giving reasonable notice to the leadership team when unable to attend sessions or other commitments
- Declare and manage any conflicts of interest with your Lead or the Operations Manager

Signed		Name		Date	
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## APPENDIX E

### Newquay Foodbank Trustees and Leadership Team Code of Conduct

It is the responsibility of Newquay Foodbank trustees to:

- Act within the Constitution, all policies and the law – being aware of the contents of the organisation’s Constitution and the law as it applies to Newquay Foodbank.
- Act in the best interest of Newquay Foodbank as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing Newquay Foodbank into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality & sign the Confidentiality Agreement. Understand what confidentiality means in practice for Newquay Foodbank, its Board and the individuals involved with it. This applies to both the holding of data and the discussions in meetings.
- Have an up-to-date knowledge of Newquay Foodbank and its environment, how Newquay Foodbank works and the environment within which it operates.
- Attend meetings and other appointments or give apologies 48 hours beforehand, attendance of at least 2 of the quarterly Board meetings is expected.
- Respond promptly to communications through electronic channels outside of meetings or notify the Chair that you will be unavailable.
- Prepare fully for meetings – reading papers, querying anything you don’t understand and thinking through issues in good time before meetings.
- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.
- Work to create a culture of accountability, supporting staff and volunteers to work in a supportive, positive environment.
- Let the Chair know if they feel they are unable to commit to the role and comply with the Code of Conduct.

Trustees and staff are expected to honour the content and spirit of this code.

I understand that substantial breach of any part of this code could lead to my removal from the trustee board.

<b>Signed</b>		<b>Name</b>		<b>Date</b>	
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**APPENDIX F**

**Volunteer Reference Request**

<b>Volunteer Name:</b>	
<b>Position Applied for:</b>	Foodbank Volunteer

The above named person has applied to volunteer with the Newquay Foodbank and has given us permission to approach you for a reference. By completing this form you are agreeing to supply an opinion of the Volunteer and that all information given is accurate.

**The role of a Food Bank volunteer is varied and can include tasks such as:**

- Collecting food donations or purchasing food from stores and delivering to sites,
- Unpacking and sorting stock,
- Checking food is suitable for onward distribution ie date check,
- Making food parcels,
- Interacting with vulnerable adults,
- Dealing with confidential information,
- Working as part of a busy team.

We thank you for taking the time to assist us in our application process and confirm that all information will remain private and confidential.

Best regards

**NEWQUAY FOODBANK**

<b>Volunteer Name</b>					
<b>Name of Referee:</b>					
<b>Date of reference:</b>					
<b>Relationship to Volunteer:</b>					
<b>How long have you known the Volunteer?</b>					
<b>Please rate the Volunteer on the below areas by indicating with an 'X'</b>					
	<b>Poor</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
<b>Honesty</b>					
<b>Trustworthiness</b>					
<b>Punctuality</b>					
<b>Team Work</b>					
<b>Confidentiality</b>					

<b>Empathy</b>					
<b>Are there any reasons why you would <u>not</u> recommend this individual as a Volunteer?</b>					