

Mentor Recruitment Policy

1. Application

We receive applications via an online portal (www.formthefuture.org.uk/joomla). Here we ask potential mentors to self-assess their skills and list their career history and support abilities. We then ask the applicants to write a brief outline of why they want to be a mentor and a profile about themselves to share with the student once the match is made and to allow us to get a first brief understanding of the potential mentor.

2. DBS Check

Mentors selected after their application are asked to complete an enhanced DBS check with a particular focus on volunteering with children. We check their passport, driving license, national Insurance number, proofs of address and address details of everywhere they have lived in the past five years.

3. Interview

After we run the DBS check we have an interview with the applicant. Here we discuss the programme, why they want to be a mentor, what they think makes a good mentor, their past experiences of mentoring, other charity/voluntary work they take part in and any experience of working with young people, their career history and interests etc. This gives us a good indication of how well the applicant can communicate as well as their reasons behind applying. We also ask them if there is any reason why they should not work with young people. Based on the interview, we take a first judgement if we believe that the potential mentor would be a suitable mentor within our programme.

4. Safer Recruitment

Further to the interview we will ask the applicant a series of Safer Recruitment questions. We will also ask the applicant to provide two references that we will check prior to them becoming a mentor.

5. DBS Certificate

Once the mentor has received their certificate, we check the certificate and keep the Issue Date and Certificate Number in case we need to recheck in the future. We also share this information with the school so that they can keep it on record. Should the DBS Certificate show any criminal record, we will assess whether the record listed would pose a risk to the young person. If this is the case, the mentoring applicant will be turned down.

6. Training

Prior to the start of the programme all our mentors are trained on how to effectively communicate with young people, the role of a mentor and cover relevant safeguarding issues.