

VOLUNTEER AND MENTOR VETTING PROCEDURE

1. PURPOSE

TechSparque Foundation is committed to ensuring that people working with children are suitable, appropriately checked and understand their safeguarding responsibilities.

These procedures apply to volunteers, mentors, trainers, interns, staff, contractors, drivers, photographers and partner representatives who interact with children or access identifiable student information.

No person may have unsupervised access to a child, privately communicate with a child, transport children or access sensitive student information until the required checks for their role have been completed and approved.

Vetting does not replace appropriate supervision, safeguarding training or the Safeguarding Code of Conduct.

2. LEVEL OF VETTING

The level of vetting depends on the access and responsibility created by the role.

High-risk roles include regular mentors, one-to-one mentors, lead trainers, people transporting children, overnight-trip personnel and anyone with significant access to student information.

These roles require:

- identity verification;
- safeguarding declaration;
- safeguarding interview;
- safeguarding induction;
- signed Code of Conduct; and
- written approval before deployment.

Standard child-contact roles include recurring trainers, teaching assistants and volunteers working in supervised school or group environments.

These roles require:

- identity verification;
- safeguarding declaration;
- interview;

One-off guests, such as speakers or event visitors, must be identified, briefed and supervised. They may not privately contact children, transport them, access student information or independently photograph or interview them.

3. VETTING PROCESS

Before approving a trainer, volunteer or other team member for child-facing work, TechSparque assesses their suitability for the role. This includes confirming their identity, reviewing relevant experience or qualifications, and ensuring they understand TechSparque's safeguarding expectations and standards of professional conduct.

All individuals involved in child-facing activities are expected to follow TechSparque's safeguarding policies and maintain appropriate professional boundaries throughout programme delivery.

4. APPROVAL AND DEPLOYMENT

Following the vetting process, TechSparque will either approve the person for child-facing work or decline their engagement based on their suitability and compliance with safeguarding requirements.

Before working with children, approved personnel must:

- receive TechSparque's Child Safeguarding Policy;
- sign the Safeguarding Code of Conduct;
- complete safeguarding induction;
- understand how and where to report safeguarding concerns; and
- understand the professional boundaries and supervision requirements of their role.

A personal introduction, recommendation from a partner, professional reputation or urgent programme need does not replace the required vetting process.

5. ONGOING SUITABILITY

Safeguarding checks do not end after appointment.

TechSparque will review active child-facing personnel regularly and may repeat checks when:

- a person's role changes;
- they begin one-to-one mentoring, transport or overnight activities;
- significant time has passed since previous checks;
- a safeguarding or disciplinary concern arises; or
- new information raises questions about suitability.

Any safeguarding concern involving an approved volunteer, mentor or other representative must immediately be handled under TechSparque's Child Safeguarding Policy.

TechSparque may restrict duties or temporarily remove someone from child contact while a concern is being assessed.

Partner organisations must provide reasonable assurance that personnel supplied to TechSparque have undergone appropriate checks. TechSparque may require additional vetting or refuse access where the safeguards are insufficient.

TechSparque retains the right to restrict or remove any person from its programmes where there is a reasonable safeguarding concern.

These procedures will be reviewed regularly and after any serious safeguarding incident or significant change to TechSparque's programmes.