



RECRUITMENT, PLACEMENT & CLOSURE FRAMEWORK

eduSOIL & Design for Change (DFC)

Applies to: All volunteers

Entering, contributing and transitioning with clarity, care and mutual respect.

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A. Recruitment & Selection

eduSOIL uses a transparent, values-led recruitment process designed to balance safeguarding, clarity and timeliness.

Recruitment process

- Shortlisted candidates will be contacted within **2 days** of applying via Reach (or relevant platform).
- Candidates will be invited to attend an **online meeting / interview with the Founder & CEO** within **5 days** of contact.
- Where appropriate, candidates may also be asked to:
 - complete a short online application form, and
 - provide contact details for **two referees**.

Safeguarding & checks

- For youth-facing or safeguarding-relevant roles, background checks will be completed through **Volunteer Now**.
- Consent will be sought to contact referees.
- This stage typically takes **1–2 weeks**.
- No volunteer may begin delivery, access sensitive data or represent eduSOIL until:
 - checks are complete, **or**
 - an interim safeguarding plan is formally agreed.

Mandatory training

- Agreement to participate in:
 - safeguarding training, and
 - mindfulness / wellbeing training is required **prior to contractual confirmation**.

Role clarity before placement

- Before final placement:
 - priorities, scope, boundaries and supervision arrangements are clearly agreed,
 - role expectations are confirmed in writing,
 - and alignment with organisational needs is verified.

Placements are finalised on a **first-come, first-served basis**, subject to organisational capacity and safeguarding readiness.

B. Placement & Volunteer Agreement

Confirmation of placement

- Depending on the recruitment route, placement may initially be confirmed:
 - verbally, **or**
 - via an online platform (e.g. Reach, Be Collective).
- Formal placement begins **only after** submission of a signed Volunteer Agreement.

Volunteer Agreement

Each volunteer receives a **tailored Volunteer Agreement**, which includes:

- terms common to all eduSOIL volunteers, and
- role-specific responsibilities, boundaries and expectations.

Agreements typically cover:

- scope of role and supervision arrangements
- confidentiality and non-disclosure

- intellectual property and data protection
- safeguarding and ethical conduct
- wellbeing participation requirements
- termination and handover expectations

No volunteer is considered formally placed until the agreement is signed and acknowledged.

C. Closure, Handover & Termination

Volunteer roles at eduSOIL are time-bound and purpose-led. Closure is handled with care, dignity and clarity.

Standard closure

Volunteer engagement typically ends:

- at the end of the agreed term (for 2026, usually **12 months**), or
- by mutual agreement where programme needs or capacity change.

Volunteer-initiated closure

- Volunteers are asked to provide **at least 3 weeks' notice** to allow for:
 - handover,
 - documentation,
 - and continuity planning.
- Where a replacement is not immediately identified, the volunteer may be asked to support a **reasonable handover period**.

Exceptional circumstances

eduSOIL recognises that not all role closures are planned or predictable. Exceptional circumstances are handled with care, clarity and a primary commitment to safeguarding, wellbeing and organisational responsibility.

Personal or family circumstances

- Where a volunteer experiences:
 - a personal health or wellbeing crisis, or
 - a serious family, caring or life event, eduSOIL understands that immediate or early closure may be necessary.
- In such cases, handover expectations will be **mutually agreed**, prioritising wellbeing while supporting continuity where reasonably possible.

Safeguarding concerns

- If a volunteer **breaches eduSOIL safeguarding policies**, codes of conduct or professional boundaries, they may be required to **terminate their role with immediate effect**.
- In safeguarding-related cases:
 - access to systems, platforms and delivery spaces may be suspended immediately,
 - escalation and reporting procedures will be followed in line with safeguarding policy,
 - handover will be managed by leadership where appropriate to protect children, young people, staff and volunteers.

Breach of volunteer agreement

- If a volunteer breaches the terms of their signed Volunteer Agreement (including confidentiality, conduct, data protection or role boundaries), they may be asked to **exit the role early**.
- Where safeguarding and risk considerations allow, eduSOIL will request:
 - a structured handover of work, documentation or systems,
 - cooperation to ensure organisational continuity and safety.
- Where risk is identified, eduSOIL reserves the right to:

- limit handover involvement,
- reassign responsibilities internally,
- or terminate access immediately.

Formal termination

- A **termination of term agreement** is signed where relevant, with explicit reference to:
 - confidentiality,
 - intellectual property,
 - data protection,
 - and return or deletion of organisational materials.
- These clauses safeguard eduSOIL's data, IP, systems and community trust.
- Should a termination occur under exceptional circumstances, we reserve the right to issue a certificate or reference as well to address safeguarding concerns through the appropriate agencies.

Recognition & references

Upon closure:

- a **final certificate** is issued, including:
 - start and end dates,
 - role title,
 - summary of responsibilities and contribution.
- A **professional reference** may be provided upon request, subject to role completion and conduct.