



INVOLVING VOLUNTEERS

CHECKLIST

Develop a clear value-base and policy for involving volunteers.

- Identify clear roles (which are not a substitute for paid roles) and provide full information about what is required.
- Send out a clear recruitment message using a variety of methods, across all sections of the community.
- Develop clear and fair selection procedures for all volunteers, adhering to equal opportunities practice at all stages.
- Address barriers to make it easier for people to volunteer e.g. give training to help volunteers carry out their role, provide access for those with disabilities and where necessary provide expenses.
- Aim to meet the needs of both the volunteer and the organisation, so that both parties benefit from the relationship.
- Implement procedures to manage volunteers effectively. You may find it useful to draw up a volunteer agreement which will record expectations regarding the procedures listed below:
 1. Trial/settling in period and review
 2. Induction
 3. Training
 4. Guidelines/Code of practice
 5. Access to support
 6. Supervision meetings
 7. Procedures for dealing with difficult situations or issues
- Identify a person with appropriate skills and abilities to manage the volunteers, providing training where appropriate.
- Protect volunteers by ensuring you have the appropriate health and safety and insurance provision.
- Regularly review and evaluate all procedures and policies for volunteer management.

Disclaimer

Reasonable precautions have been taken to ensure information in this publication is accurate. However it is not intended to be legally comprehensive; it is designed to provide guidance in good faith without accepting liability. If relevant, we therefore recommend you take appropriate professional advice before taking any action on the matters covered herein