



VOLUNTEER PROCESS

This is a long process, to ensure the building of a relationship and that the volunteer is suitable to the job and the job is suitable to the volunteer.

Week1. Expression of Interest: Form or Meeting

Including:

- From Centre: information about centre, work and openings (inc. expectations re. S&S/CRB & references, confidentiality) Tour if appropriate & details of process of becoming a volunteer at centre
- From Volunteer: information about interest in volunteering, previous experience & if appropriate placement details

Forms/Paperwork

- Volunteer Process (this form)
- Volunteer Details Form: Name & contact details, med & emergency contact details, expression of interest & experience, referee details & reference to DBS
- Disclosure & Barring Service (DBS) list of forms needed for disclosure process
- Job Description

Week 2, 3. Visit to sessions under supervision

- Volunteer to observe work done including briefing, set up, session and evaluation of session and consider if it is according to expectations
- Centre to observe volunteer and interaction with people of centre
- Feedback from volunteer and centre staff

Week 4. Discussion re. Movement forward in process

- Feedback from and decision by centre and volunteer regarding experience of session and which session volunteer is best suited to
- Decision about commitment in time – minimum term, unless a project

Week 5. Induction: Subjects for discussion/Forms where appropriate

- Induction Form
- Job Description & Role review
- Training Log
- Project Aims
- Framework & Guidelines
- Equal Ops Policy
- General Risk Assessments
- Confidentiality, Conduct & Expectation form
- DBS Docs (ie old CRB) – return check, copy & apply if not SA
- Training – Buddy/S & S etc.
- Basic H&S
- If placement – appropriate processes
- Copies of Certs
- References back
- Expenses Procedure
- Supervision – times and frequency
- Session Plan

This will then be followed by buddying, shadowing and other training and ways to learn from reflective practice.