



## APPOINTMENT OF VOLUNTEERS POLICY

### 1. Introduction

Wings South West recognises the pivotal role played by volunteers within all areas of the organisation. We are committed to giving our volunteers a positive placement which provides opportunities to gain experience, undertake training and develop personally. We do not use volunteers to replace the functions of paid staff, and we are committed to a recruitment process free from discrimination. Volunteers, however, must be in sympathy with the Christian ethos of the organisation.

Whilst our recruitment process is not onerous for volunteers, we operate rigorous procedures to ensure the highest standards of safeguarding.

This policy has been written therefore with reference to guidelines from Safer Recruitment, KCSIE, Devon Children and Families Partnership and Volunteering England.

### 2. Process

- (a) In the first instance, volunteers will be interviewed by the Volunteer Manager. At interview candidates will be asked to provide two references before the process continues.
- (b) Volunteers aged 16+ will be asked to complete a self – declaration form. Those aged 18+ will be informed of the need for an enhanced DBS or Status check.
- (c) Volunteers under 16 will be asked to obtain parental permission.
- (d) Volunteers will undertake a one month probation period.
- (e) On completion of the probationary period, volunteers will be required to fill in a written volunteer agreement (see attached).
- (f) It will be the responsibility of the Line Manager, (Youth Club Manager, Course Leader etc.) to explain roles and responsibilities, and to ensure that the volunteer has sufficient knowledge and training for what s/he is expected to do.
- (g) If for any reason a candidate is not accepted, or if the probationary period is not successful, a supportive debrief will be offered.

#### ***Training and Supervision***

- (a) The importance of Safeguarding will be stressed to volunteers, and appropriate training will be given.
- (b) As part of their induction, volunteers aged 16+ will be guided through the Child Protection Policy and Procedures, and will be expected to sign acceptance of these. Child Protection Training will be renewed annually.
- (c) Volunteers will be asked to sign the Good Practice Guidelines for Volunteers and Confidentiality Agreement.
- (d) After the probationary period, volunteers will be offered further regular training, including Health and Safety and Confidentiality, and will complete a review each year with the line manager.
- (e) Alongside members of staff, volunteers are expected to be vigilant in ensuring the highest standards of Safeguarding.

#### ***Other***

- (a) Volunteers will be paid all reasonable expenses incurred as part of their role.
- (b) Volunteers are covered by Wings insurance.
- (c) Adult Volunteers should not add young people they have met at Wings to their social media profiles e.g. “Facebook”, “Instagram” etc.