

ORGANISATION NAME

VOLUNTEER RECRUITMENT & SCREENING POLICY

Introduction:

Organisation Name supports and promotes volunteering throughout the organisation. We take responsibility for ensuring that potential volunteers are welcomed, provided with enough information to make an informed decision, screened respectfully but suitably for their role and are placed in a position that is beneficial for both the organisation and the volunteer.

In adopting this recruitment and screening policy Organisation Name wishes to ensure that:

- A standard, objective approach is adopted for the recruitment of all volunteer roles,
- Volunteer roles are filled by applicants who have the skills, experience, interest and commitment required,
- Measures are in place to safeguard the organisation, the volunteers and the public via background, police and Vulnerable Sector checks, and
- Our commitment to diversity, equity and inclusion is abided by.

This recruitment and screening policy is intended for use by Organisation Name's staff, volunteers, consultants and contractors.

Policy Statement:

Volunteer Acceptance and Capacity

- Before recruiting volunteers, Organisation Name will ensure that:
 - Staff understand why we are recruiting volunteers,
 - Staff understand the levels of support to offer to individual volunteers,
 - There is an adequate amount work for the volunteer to do,
 - This work will contribute clear value to our mission and the volunteer, and
 - There is an effective volunteer selection and support system in place.

Eligibility

- We will consider involving anyone who wishes to volunteer with us.
- Applicants between the ages of 16 to 18 years must submit a written consent form signed by their parent or guardian prior to volunteering. Volunteers under the age of 16 are not permitted to volunteer without a parent or guardian present.

- Prospective volunteers must demonstrate a commitment to our organisation's values and mission.
- Their availability as volunteers must align with the needs of our organisation.
- They must follow all steps in our recruitment process that we deem relevant to the volunteer role.
- Specific selection criteria may apply to determine the suitability of a volunteer applicant to a particular role or become relevant where there are more applicants for a particular volunteer role than positions available. Selection criteria are based on the relevant skills, qualifications and experience of volunteer applicants.
- A satisfactory police and Vulnerable Sector check and/or references may be required before accepting a volunteer, dependent on the volunteer role.

Equality and Diversity

- We are committed to recruiting volunteers from a diverse range of backgrounds and will advertise our volunteering needs in a cross-section of the media to reach and reflect the diversity of the communities we serve.
- We will ensure that promotion of our volunteering opportunities takes place in all relevant local and national centres, including those run by and/or used by minority groups within our communities.

Process

- Depending on the role to be filled, our volunteer recruitment and selection process may include the following stages:
 - Prepare volunteer role descriptions, including selection criterium;
 - Prepare and place volunteer recruitment postings;
 - Develop and make available volunteer application forms (online or paper);
 - Create and make available an Organisation Name orientation session;
 - Interview applicants via phone, video or in person;
 - Select the best applicant(s);
 - Check references and verify any required qualifications;
 - Notify successful applicant(s);
 - Match a volunteer role to the successful applicant(s);
 - Notify and provide feedback to any unsuccessful applicants;
 - Request completion of a Vulnerable Sector or other background check, if necessary;

- Have the volunteer sign the Code of Conduct;
- Extend invitation to meet the supervisor, arrange any role specific training, and set first shift.

Screening

- To protect the public, other volunteers and Organisation Name's staff and reputation some level of screening will take place with all volunteer applicants.
 - All applicants will attend an interview with the leader of volunteers where they may be asked, among other things, about their experience, skills, and motivation for volunteering.
 - For certain roles, a resume and references may be required, and the applicant understands that the references will be contacted and details on the resume may be substantiated.
 - In roles that involve interactions with vulnerable persons, a satisfactory police and Vulnerable Sector check will be required. Any cost associated with such checks will be covered by Organisation Name.
 - Failure to provide such documentation or an unsatisfactory police or Vulnerable Sector check will limit the roles that the applicant can fill, but will not necessarily prevent the applicant from volunteering with Organisation Name.

Other Considerations

- We understand it takes commitment for volunteers to undergo a full recruitment process and training period before starting a volunteer role.
- To ensure that Organisation Name and a specific volunteer role is right for them, we encourage applicants to ask questions and express any concerns throughout the process.