

Involving Volunteers - Good Practice Checklist

A good practice checklist for organisations involving volunteers

- Develop a clear value-base and policy for involving volunteers.
- Identify clear roles (which do not substitute for paid jobs) 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 volunteering to make it easier for people to volunteer e.g. provide access for those with disabilities, provide out-of-pocket expenses and provide training to help volunteers carry out their role.
- Try 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:-
 - a) trial period/settling in period and review
 - b) induction
 - c) training
 - d) guidelines/code of practice
 - e) access to support
 - f) supervision meetings
 - g) procedures for dealing with difficult situations or problems
- 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.

For more information and support to develop your volunteer management programme, please contact Carella on 01327 300614 or email info@daventryvolunteers.org.uk to arrange an appointment.