

Volunteer Procedure

This document is relevant to:	
Volunteers	✓
Staff	✓

Purpose

To explain procedures related to the Volunteer Policy to be followed by staff and Volunteers.

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Introduction

This procedure supports the Volunteer Policy.

Recruitment of Volunteers

Volunteers will be selected through the following process:

Step 1

The Chief Executive will highlight a vacancy and go through the following recruitment procedure:

- a. Task Description, outlining the specific tasks, responsibilities and who they should report to is drawn up
- b. details including the duration, hours, expenses, insurance, etc., relating to the placement to be decided
- c. a Person Specification, (if thought necessary) outlining the relevant experience, skills, knowledge, abilities and equal opportunity awareness necessary to carry out the role effectively is also drawn up.

Step 2

The prospective volunteer will be asked to complete an application form and then invited to a meeting with the intended line manager/Chief Executive. Using the Task Description and any Person Specification the parties will engage in a two-way discussion of the proposed role, of its requirements and of each other's expectations, with a view to assessing mutual suitability. Following the meeting the Dorset Mind representative will make a decision within one week regarding the individual's suitability for the particular role.

Step 3

Prior to starting their placement at Dorset Mind, Dorset Mind will request two references (professional and personal) from people known to the prospective volunteer for more than a year. Also, if required, a DBS check will be undertaken.

Step 4

Volunteers will be allocated to a particular employee who will manage and supervise the volunteer throughout the duration of her/his placement. The manager's responsibilities will include ensuring that the volunteer receives the following:

- a. a planned induction to Dorset Mind including a copy of a Volunteer Handbook
- b. an agreed trial period
- c. individual Volunteer Agreement
- d. regular support sessions
- e. feedback on their contribution
- f. adequate office accommodation, equipment and services to perform their tasks effectively
- g. a written reference if requested.

If it becomes evident during the induction process that a volunteer is not suitable for the role they have applied for, the manager will discuss the issue with both the volunteer and their line manager.

Absence

Dorset Mind recognises that unpaid workers are giving up their time voluntarily and that they are not contractually obliged to be present at any time. However, Dorset Mind would request that volunteers inform their line manager if they are unable to attend an agreed session/arrangement.

ID Cards

All volunteers will be asked to provide two passport-type head and shoulders photos. On appointment, completion of induction and completion of any necessary DBS Check, all volunteers will be issued with an Identity Card. Cards will be valid for one year from the date of issue and should be worn at all times when undertaking Dorset Mind volunteering duties.

When a volunteer leaves Dorset Mind, the ID card must be returned.

Dorset Mind Property

Volunteers will be asked to sign a receipt for any property provided to them by Dorset Mind. All property should be returned either on request, or when leaving Dorset Mind. Volunteers will be asked to reimburse Dorset Mind with the reasonable value of any items not returned.

Procedure Ownership

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Approval and review status

Approved by	Signature	Date
Chris Price	<i>Chris M Price</i>	18 th December 2015

Consult the Chief Executive for the latest version of this procedure.

Document Control

Reviewers

Name	Position
Chris Price	Chair of Trustees
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Change History

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1.0	Dec 15	Chris Price	Final version