



Volunteer Policy

We recognise how important and valuable volunteers are in helping Why Don't We to succeed. We welcome the opportunity to work together with volunteers in developing and expanding our services and using any skills that volunteers can offer. We believe that diversity makes us a stronger and more responsive team and welcome applications for anyone over the age of 18 regardless of age, gender, race, faith, sexual orientation or social background.

All prospective volunteers will be invited for an initial visit so that they can make an informed choice about whether they are suited to the work we do and so that we can make an initial assessment. Visitors are accompanied by a member of staff, or an experienced volunteer, at all times. If the visit goes well, new volunteers will undergo the following checks:

- Identity checks
- Disclosure and barring check
- Informal interview with our safeguarding officer
- References

All volunteers will undergo an induction process that will cover the following areas:

- Completion of a volunteer details form
 - Introduction to staff and volunteers
 - Duties to be performed
 - Health and Safety
 - Policies
 - Training and Development
1. They will complete a form with their personal and emergency contact details.
 2. We will outline the times they will come to volunteer and the tasks they will be performing.
 3. We will go through a Volunteer Agreement statement, which we will then ask them to sign, which will then be kept on file.
 4. All the forms and requests will be explained to them and we will not ask them to complete anything without explaining the reasons for this. All information will be kept in a secure file and confidentiality will be kept at all times.
 5. All volunteers will be assigned a line manager.