

Recruitment of Volunteers

- I.** When a volunteer responds by sending in a request for information, or makes telephone contact, after taking their name and contact details, a date and time should be arranged for an informal meeting.
- II.** The informal meeting with potential volunteers is the time to identify what kind of commitment they would like to give and what area of volunteering they would like to get involved in. They should be given an information pack on MADE4U IN ML2 and complete a volunteer registration form.
- III.** Reference forms should be sent to the identified referees.
- IV.** When stage 111. Has been completed potential volunteers should be invited to another meeting to agree a volunteer job description and sign a volunteer agreement. This might include completing a disclosure form.
- V.** Induction training should take place covering all policies and procedures, code of conduct, code of good practice and everything included in the volunteer handbook.
- VI.** Where necessary Child Protection Training should be arranged
- VII.** Further training sessions will be identified and organised within a reasonable time scale