This Health Check is to help you identify where good practice is being achieved in relation to involving volunteers and where you could develop further. We can help and support you with any of the below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Volunteering Health Check** | **Yes** | **No** | **Working Towards** | **Notes** |
| **Volunteer Policy** |  |  |  |  |
| **Insurance Cover**   * Are volunteers explicitly mentioned in your policy * What are the upper and lower age limits? |  |  |  |  |
| **Volunteer Role Descriptions**   * Are roles flexible? * Can tasks be adapted where needed? |  |  |  |  |
| **Promotion**   * Volunteering Portal * Leaflets/Posters * Social Media * www.doit.org |  |  |  |  |
| **Recruitment Procedures**   * Are they fair, efficient and consistent? * Application Form * Informal Interviews * References – how do you include volunteers who have difficulty getting a reference? * DBS (if applicable) * You can refer volunteers who aren’t recruited to the Volunteer Centre |  |  |  |  |
| **Volunteer Induction**   * How are volunteers welcomed into the organisation? * Are volunteers given a clear understanding of tasks & responsibilities? * Are volunteers informed about relevant policies and procedures |  |  |  |  |
| **Volunteering Health Check** | **Yes** | **No** | **Working Towards** | **Notes** |
| **Out of Pocket Expenses**   * Do volunteers know how to claim? |  |  |  | Volunteer Expenses Fund |
| **Policies**   * Equal Opportunities / Health and Safety Policy / Risk Assessment / Safeguarding / Lone Working / Confidentiality / Data Protection |  |  |  |  |
| **Training and Development**   * Do volunteers receive training relevant to their role? |  |  |  |  |
| **Problem Solving**   * Are volunteers are aware of how to raise a concern? * Do you have a procedure for how you would deal with a complaint against a volunteer? |  |  |  |  |
| **Volunteer Recognition**   * Do volunteers receive thanks and appreciation for the contribution they make to the organisation?   **Do you know about:**   * Salford CVS 100 /500/ 1000+ hour certificates * Events: Volunteers' Week and the Heart of Salford Awards |  |  |  | Volunteers' Week Activities Grant |
| **Volunteer Support**   * Do volunteers have a named supervisor? * Do volunteers receive regular support sessions? |  |  |  |  |
| **Equality and Diversity**   * Is volunteering at your organisation open and inclusive to all? |  |  |  | Volunteer Charter |
| **Volunteer Managers**   * Are those responsible for recruiting and managing volunteers given training and support to do so? |  |  |  | Good Practice Guidelines, Training, Volunteer Coordinator Forums |
| **Volunteers Influence**   * Do volunteers have influence within the organisation? * Are volunteers informed about organisational issues |  |  |  |  |