

Volunteer Recruitment Policy and Procedure

1 Introduction

We are committed to creating a safe and supportive environment for young people. Our volunteers play a crucial role in achieving this aim. This recruitment policy sets out the procedures for recruiting volunteers to ensure that we select individuals who are suitable and committed to supporting young people in a safe and effective manner.

2 Recruitment Procedures

2.1 Role Descriptions and Person Specifications

All volunteer roles will have clear descriptions outlining the responsibilities, expectations, and necessary skills or qualifications required. Person specifications will detail the qualities, experience, and competencies required for the role.

2.2 Advertising Volunteer Opportunities

Volunteer roles will be advertised through various channels, including our website, social media platforms, local community boards, and partner organisations, to ensure a wide reach.

2.3 Application Process

Prospective volunteers will be required to complete an application form outlining their experience, skills, and motivation for volunteering. Applicants will be provided with information about our organisation, the role, and the recruitment process.

2.4 Interviews

Shortlisted candidates will be invited to an interview. Interviews will assess the candidate's suitability for the role, their understanding of the responsibilities, and their commitment to safeguarding young people. Interviews will be conducted by at least two members of the team, one of whom will have safeguarding training.

2.5 References

Candidates will be asked to provide at least two references from individuals who can comment on their suitability for the volunteer role, particularly in relation to working with young people.

2.6 Disclosure and Barring Service (DBS) Checks

All volunteers will undergo an enhanced DBS check, including a check of the children's barred list, before commencing their role. This is to ensure the safety and

protection of young people. If the new volunteer already has a DBS and the following conditions apply:

- i. The certificate was issued within a reasonable timeframe i.e. 6 months
- ii. The level and workforce are correct for the role they will be undertaking with us.
- iii. The original certificate is seen and, should there be cautions/convictions recorded, these are dealt with accordingly.

this may be accepted instead of initiating a new one.

3 Induction and Training

3.1 Induction

All new volunteers will receive a comprehensive induction covering our policies, procedures, safeguarding practices, and expectations. They will also be introduced to the team and given an overview of the support available to them.

3.2 Training

Volunteers will receive initial and ongoing training relevant to their role. This will include safeguarding training, understanding the needs of young people, and any other specific skills required for their duties.

4 Supervision and Support

4.1 Supervision

Volunteers will have regular supervision sessions with a designated member of the established team. These sessions will provide an opportunity to discuss any concerns, receive feedback, and ensure the volunteer is supported in their role.

4.2 Support

Volunteers will have access to ongoing support from the team, including opportunities for peer support and additional training as required. We are committed to creating a positive and inclusive environment for our volunteers.

5 Monitoring and Evaluation

5.1 Monitoring

The performance and well-being of volunteers will be annually monitored through supervision sessions and feedback from young people and the team.

5.2 Evaluation

We will periodically review our volunteer recruitment and management practices to ensure they remain effective and aligned with best practices. Feedback from volunteers will be sought to inform these reviews.



Breconshire Award Scheme Group



Confidentiality and Data Protection

All information provided by applicants and volunteers will be treated with confidentiality and in accordance with data protection laws. Information will only be used for the purposes of recruitment and management of volunteers.

7 Equal Opportunities

We are committed to promoting equality and diversity. We welcome applications from individuals of all backgrounds and are committed to ensuring that no applicant is treated less favourably on the grounds of gender, race, disability, age, sexual orientation, religion or belief.

Policy review:

This policy is effective immediately and supersedes all prior versions. It will be reviewed and updated at least once a year.

Signed:



Position: Centre Manager

Date: 15 Jan 2025