

Health Check for Volunteer Involving Organisations

Carrying out a health check will enable you to identify whether you have all the tools necessary to provide successful volunteer placements which are rewarding to both the volunteers and your organisation as a whole. This health check encourages you to consider all the different elements of the volunteer programme within your organisation.

The Health Check covers the following areas:

- Planning
- Recruitment and Selection
- Support and Supervision
- Volunteers and the Law
- Retention
- Review

Planning for Volunteer Involvement

Do you feel you have support across your organisation for involving volunteers?

- Yes** (give examples)
- No**

Does your organisation allocate adequate resources to support the involvement of volunteers? (expenses, training, support recognition)

- Yes** (give examples)
- No**

Do you have clearly written volunteer role descriptions?

- Yes**
- No**

Recruitment and Selection

Do you advertise a range of volunteer opportunities to attract a diverse group of people?

- Yes**
- No**

Do you advertise your volunteer opportunities widely to encourage a diverse range of applications?

- Yes** (give examples)
- No**

Do you have a clear process for responding to volunteer enquiries?

- Yes** (give details)
- No**

Do you have a clear procedure for interviewing volunteers?

- Yes** (give details)
- No**

Supporting Volunteers

Do you have a Volunteer Agreement?

- Yes**
- No**

Do you have a clear volunteer induction process?

- Yes** (give details)
- No**

Do all volunteers have a named supervisor?

- Yes**
- No**

Do you provide volunteers with appropriate supervision?

- Yes** (give details)
- No**

Do you offer role specific training?

- Yes** (give examples)
- No**

Volunteers and the Law

Do you have a Volunteer Policy?

- Yes**
- No**

Do you undertake risk assessments of volunteer activities?

- Yes**
- No**

Do you undertake DBS checks where appropriate?

- Yes**
- No**

How do you maintain clear distinctions between paid staff and volunteers?

Retention

How do you reward and recognise the contribution of your volunteers?

Do you have a Problem Solving Procedure?

- Yes**
- No**

Review

Do you regularly review your volunteering policies and procedures?

- Yes**
- No**