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| Resourced | * Delegated person supporting the volunteers – Yes/No * Policy in place recognising the value of volunteers and process to recruit and develop them – Yes/No * Allocated time to review and secure resources – Yes/No |
| Appropriate role | * Description drawn up for each volunteer role – Yes/No * Set out skills, values, experience – Yes/No * Adaptable to reflect ability and interests – Yes/No |
| Protected | * Activities assessed for risk – Yes/No * Appropriate insurance – Yes/No * Personal details protected – Yes/No * Full cost recognised – Yes/No |
| Diversity | * Volunteers reflect the diversity of the community – Yes/No * Recruitment is open to all backgrounds and abilities – Yes/No * Implement procedures/support to embrace diversity – Yes/No |
| Recruitment | * Clear information about your organisation and selection process – Yes/No * Request only information needed - Yes/No * References followed up and feedback given – Yes/No * Checks are made to ensure volunteer is appropriate for the role – Yes/No * Interests, development needs and matching to other opportunities – Yes/No |
| Induction | * Volunteers introduced to organisation and team – Yes/No * Access to policies and suitable training for the role – Yes/No * Understand organisation vision, volunteer review and complaints procedures – Yes/No |
| Supervision | * Designated person offering support – Yes/No * Understand their role and the opportunity to decline if unrealistic, uncomfortable or do not have the skills – Yes/No * Feedback encouraged and kept informed of organisation decisions that might affect their role – Yes/No |
| Recognition | * Recognise and communicate your appreciation – Yes/No * Listen and develop resources in response to their feedback – Yes/No * Volunteers leaving the organisation give feedback and receive acknowledgment of achievement – Yes/No |
| Valued | * Everyone understands the valuable impact of volunteers – Yes/No * Can articulate reasons to involve volunteers and the benefits to volunteers – Yes/No * Regularly review volunteer involvement – Yes/No |
|  | *NCVO: Good Practice in Volunteer Management* |