**1. Introduction:**

A recruitment or selection policy for volunteers shows an organisation’s commitment to making volunteering accessible for all, recruiting for the right volunteers, and to explain standardised recruitment processes that should be conducted fairly and effectively.

 A recruitment or selection policy might cover things such as ‘safer recruiting’ which means taking reasonable steps to make sure that those you recruit into your organisation are suitable and appropriate. A policy may also relate to recruiting volunteers from a diverse range of backgrounds and advertising for volunteers using different methods and outlets.

 **2. Useful links:**

[NCVO - Recruiting volunteers](https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/recruiting-and-welcoming-volunteers/recruiting-volunteers/#/)

[NCVO - Recruiting volunteers safely](https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/certain-roles/volunteer-managers/recruiting-safely/#/)

[VAL - How to Recruit and Welcome Volunteers](https://valonline.org.uk/how-to-recruit-and-welcome-volunteers/)

**3. Actions:**

* Review your current recruitment processes
* Review above links
* Review whether a change in policy is required
* If required, action Appendix 1 and update staff/volunteers and relevant stakeholders

**4. Additional notes:**

For additional support, please contact:
Hull CVS at enquiries@hull-cvs.co.uk for Hull based organisations

HEY Smile at volunteering@heysmilefoundation.org.uk for East Riding based organisations

**5. Disclaimer:**

Whilst we have done our best to source appropriate links and best practice templates to support your organisation, please be aware that due to regulatory changes, these templates may not always be the best example.

We therefore strongly suggest thoroughly reading and amending templates as necessary and conducting periodic reviews of all policies within your organisation to ensure they still meet national guidelines and regulations.

**6. Appendix 1:**

**Volunteer Recruitment and Selection Policy Template**

Introduction

**[Insert organisation name]** is fully committed to the recruitment and support of volunteers within our organisation. We recognise the importance of recruiting volunteers safely and who have valued skills, experience and knowledge.

Purpose

The purpose of this policy is to set out our approach to recruitment and selection of volunteers.

The function of the policy is to ensure:

* A standard approach is adopted for the recruitment to all volunteer roles.
* Volunteer roles are filled with the applicants who have the skills, experience and commitment needed.
* Measures are in place to safeguard children and vulnerable adults via Enhanced or Standard DBS checks and appropriate training.
* Recruitment and selection processes adhere to our Equal Opportunity Policy.
* We demonstrate our commitment to equality, diversity and fairness.

Our Commitment

Before recruiting volunteers, we will ensure that:

* Staff understand why we are recruiting a volunteer.
* Staff understand the levels of support we offer to individual volunteers.
* There is work for the volunteer to do.
* This work will contribute clear value to our organisation and the volunteer.
* There will be both an adequate selection and support system for the

volunteer in place.

Eligibility

We will consider involving anyone who wishes to volunteer with us. Prospective volunteers must demonstrate a commitment to our organisation’s aims and their availability as volunteers must align with the needs of our organisation. They must follow all steps in our recruitment process, that we deem relevant to the volunteer role.

Specific selection criteria may apply to determine the suitability of a volunteer candidate to a particular role or become relevant where there are more applicants for a particular volunteer role than positions available. Selection criteria are based on the relevant skills, qualifications and experience of volunteer candidates.

A satisfactory background check or character references may be required to successfully recruit a volunteer, dependent on the volunteer role.

Equality and Diversity

We are committed to recruiting volunteers from a diverse range of backgrounds and will advertise our volunteering needs in a cross-section of the media to reach and reflect the diversity of the community we serve. We will ensure that promotion of our volunteering needs takes place in all local centres including those run by and/or used by minority groups within our local neighbourhoods.

Our Equality and Diversity Policy can be made available, and applies to volunteers.

Process

Depending on the role to be filled, our volunteer recruitment and selection process may include the following stages:

* Preparing a Volunteer Role Description;
* Preparing and placing a volunteer recruitment advertisement;
* Agreeing selection criteria;
* Making available volunteer application forms (online or paper);
* Meeting volunteer candidates informally (in person or over the phone) to discuss the nature and expectations of the volunteer role;
* Shortlisting applicants against agreed selection criteria;
* Notifying interview candidates and unsuccessful applicants;
* Interviewing of candidate volunteers by a suitably briefed interview panel;
* Assessing candidates against agreed selection criteria;
* Offering a volunteer role to the successful candidate(s);
* Notifying unsuccessful candidates;
* Verifying relevant educational qualifications of successful candidate(s);
* Checking employment or other references with referees nominated by a successful volunteer candidate;
* Completion of a DBS or other background check;
* Invitation to training and induction relevant to the role;
* Issuing a volunteer agreement for the volunteer’s signature;
* Approval of appointments by the board of charity trustee where required;
* Providing interview feedback to unsuccessful candidates who request it.

Other Considerations

We understand the commitment of volunteers to undergo a full recruitment process and training period before starting a volunteer role.

To ensure that a volunteer role is right for them, we encourage volunteers to ask questions throughout the process and, where suitable, take part in taster days or sessions, shadow an existing volunteer, be matched with a volunteer buddy or be part of a trial period.