|  |  |
| --- | --- |
| 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* |