



**Policy Name:**

**SAFE RECRUITMENT AND  
SELECTION OF VOLUNTEERS:  
POLICY AND GUIDELINES**

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# SAFE RECRUITMENT AND SELECTION OF VOLUNTEERS: POLICY AND GUIDELINES



## 1 Introduction

- 1.1 Volunteers make up a substantial part of the Council's workforce and may be regarded by children or vulnerable adults as safe and trustworthy. Individuals will also from time to time approach the Council to volunteer for work with children or vulnerable adults. This will sometimes be to acquire work experience and on other occasions will be motivated by a desire to support a particular service or school. Generally, such approaches are welcome but Service area managers/Headteachers must apply the same vetting standards as they would for paid employees particularly for placements that will constitute "*regulated activity*" (see the Council's "*(DBS) Checks Procedure*" for the definition of "*regulated activity*").
- 1.2 Where a Service area manager/Headteacher is actively seeking volunteers and is considering candidates about whom it knows very little it should apply the same safe recruitment and selection measures that it would for paid employees. This will help deter unsuitable people from seeking work with children or vulnerable adults. The recruitment measures should include: -
- the required number of employment references;
  - check that others in the community have no concerns and can make a positive recommendation;
  - hold a face-to-face informal interview to be clear about the individual's suitability;
  - asking the individual whether they have any health issues that need consideration (where relevant to the voluntary work being sought); and
  - an up to date enhanced (DBS) check.
- 1.3 Where a volunteer works in an unsupervised capacity with children, young people and vulnerable adults an enhanced (DBS) check with a check against the appropriate barred list is required. Where volunteers are supervised the Service area manager/Headteacher can arrange for an enhanced (DBS) check but without a check against the barring list.
- 1.4 The Service area manager/Headteacher should also complete a risk assessment with appropriate control measures put in place as a matter of good practice.
- 1.5 Where a volunteer's role will be a one-off, such as accompanying employees and children on a day outing or helping at an event the measures given in (1.2 to 1.4) will be unnecessary provided that the person is not left alone or unsupervised in charge of children or vulnerable adults at any time.

- 1.6 As with paid employees of the Council prospective voluntary workers will not be permitted to undertake any voluntary work that meets the definition of “*regulated activity*” until the vetting procedure has been satisfactorily completed.

## **2 Procedure**

- 2.1 The person seeking to undertake voluntary work: -

- should initially discuss their proposal with the relevant Service area manager/Headteacher to determine if, in principle, it is feasible. If the proposal is not feasible, for example, because there is insufficient available supervision or the timing is not convenient the offer will be politely declined; and
- will obtain the necessary forms from the relevant Service area manager/Headteacher (e.g. Notice of Appointment and (DBS) check) and return them to the relevant Service area manager/Headteacher who will forward them on to Employee Services.

- 2.2 It will be the responsibility of Service area managers/Headteachers to take up employment references. They will also ensure that the enhanced (DBS) application form is fully completed and forwarded to Employee Services who will arrange for the check to be done. For further guidance on the (DBS) check process please see the Council’s “*(DBS) Checks Procedure.*”

- 2.3 The (DBS) no longer automatically issues a copy of the applicant’s (DBS) check certificate to the registered body’s counter-signatory. The Service area manager/Headteacher will need to ask the volunteer for sight of their (DBS) check certificate. The Service area manager/Headteacher checks the content of the certificate and forwards a photocopy of it signed by the prospective employee to Employee Services.

- 2.4 Where a (DBS) check has yielded information on the prospective volunteer a risk assessment will be carried out to determine its relevance to the particular placement and the prospective volunteer’s suitability. A model risk assessment is provided in the Council’s “*Risk Assessment and Safe Employment.*” When preparing the risk assessment the Service area manager/Headteacher shall have regard to the requirement to discuss the disclosure content with the individual concerned and also to the Council’s “*Policy Statement on the Recruitment of Ex-Offenders.*” The outcome of the risk assessment will be recorded and the person seeking voluntary work will be advised of the outcome by the Service area manager/Headteacher.

## **3 Induction, Training and Performance Management**

- 3.1 Volunteers should receive induction and training appropriate to their role. Please see the Council’s “*Safeguarding in Induction, Probation and Performance Management.*” It is also good practice to include volunteers in the service area/school performance management process.

#### **4 Health and Safety/Duty of Care**

- 4.1 Service areas/schools also have the same duty of care to volunteers as they would to paid employees. It is important, therefore, that volunteers are familiar with and receive training in the service area's/school's health and safety policies and procedures. They should also be familiar with employee well-being programmes, family friendly policies, etc.

#### **5 Service Area/School Policies and Procedures**

- 5.1 Volunteers should also be aware of the service area/school policies and procedures appropriate to their role/setting e.g. child/adult protection, whistleblowing, etc.

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