



## **VOLUNTEER PROCEDURE**

### **Recruitment of Volunteers**

- The prospective volunteer will be invited to an interview with the manager and/or the Management Committee.
- Using the *Role Description*, a copy of which will be given to the volunteer, the parties will engage in a two-way discussion of the proposed role, of its requirements and of each other's expectations, with a view to assessing mutual suitability.
- The candidate will be asked to engage with the children, so the manager may observe the volunteer in role.
- The manager and/or the Management Committee will make a decision regarding the individual's suitability for the particular role.
- *Terms and conditions* including the duration, hours, expenses, insurance, etc., relating to the placement will be agreed and a written copy given to the volunteer.
- Before commencing their placement the volunteers must provide 2 references from suitable people (excluding relations) attesting to their character and suitability for the position.
- A PVG Enhanced Disclosure Scotland check will be requested and placement will only commence on receipt of a satisfactory PVG Certificate and 2 suitable references.
- Prior to commencing their placement each volunteer shall be formally allocated to a particular employee who will manage and supervise the volunteer throughout the duration of their placement. The supervisor's responsibilities will include ensuring that the volunteer receives the following:
  - A planned induction to Ferryfield.
  - Regular supervision and support sessions.
  - Positive feedback on their contribution.
- Volunteers are not to be used as part of Ferryfield's ratios whilst in the Service, however they can support outings.

### **Termination**

- Where appropriate, the role and placement of the volunteer may be terminated by the manager giving one week's notice, or immediately, where behaviour equivalent to gross misconduct has occurred.
- In all cases the volunteer will be entitled to an explanation of the decision and action taken.
- Volunteers are required to give at least 2 weeks notice of their requirement to cease the work agreement.

Adopted by the Committee .....

Date .....

August 2016