



*Developing young people through  
personal challenge*

## Recruitment and management of volunteers policy.

Youth Challenge Oxfordshire (YoCO) aims to make sure its volunteers are clear about what their roles and responsibilities are. It aims to ensure fairness and consistency so that volunteers are treated equally and fairly and supported well.

This policy sets out and explains:

- how we recruit, induct and train volunteers
- where volunteers stand so that they know what they can expect
- where they can turn to if they feel things are going wrong

### **Recruitment of Volunteers**

We will draw up a description of the tasks or role that we need the volunteer to perform. It will help volunteers to understand how they fit into the services and activities YoCO provides. We will use this information when we advertise and recruit volunteers to make sure applicants are aware of what is expected.

We will use appropriate means to advertise for volunteers locally eg notice boards, newsletters, local press, flyers, Parish and Town Council notices and magazines, the local Volunteer Centre and on-line platforms eg Indeed. The potential volunteer will be asked to complete an application form which is designed to be as simple and accessible as possible and contains the following:

- name, address and contact details of volunteer
- brief explanation of any experiences or skills
- details of driving license and endorsements
- declaration of criminal convictions (under the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975).
- details of two referees
- room for signature and date

The potential volunteer will be interviewed by the Youth Group Manager, one Trustee and possibly one other and if this is successful two references will be asked for.

An enhanced disclosure and barring check with the Disclosure and Barring Service (DBS) will be made for every volunteer. Checks will be repeated every two years. It is the responsibility of the Designated Trustee to see the certificate and record its number. Until it is seen a volunteer should not have sole responsibility for any young people.

### **Retaining Records and Data Protection**

The Data Protection Act refers to the holding of information on living persons, which includes both paid staff and volunteers. It gives people the right to know what information is held about them and sets out rules to make sure that this information is lawful, fair and transparent.

YoCO follows the Charity Commission's current guidance on volunteering and retaining trustee records.

If the decision is not to recruit a volunteer records held for the purpose of recruitment of volunteers should be destroyed immediately.

If the volunteer is recruited to work for YoCO, only relevant, up to date and accurate information about them will be stored securely with the volunteer's permission and for the appropriate length of time as set out in the Data Protection policy which will be in accordance with the GDPR .

YoCO keeps records of volunteers who have left for a period of 6 months, but 18 months for those who tell us they might, upon leaving, request references in the future.

YoCO follows up all registrations where the volunteers 'disappear', i.e. don't start volunteering. If we get no response from a letter or telephone, it is our policy to dispose of these records three months after the registration date.

### **Induction and Training**

There will be an induction prepared and delivered by the Youth Group Manager. This will include:

- Tour of club premises and explanation of health and safety instructions, reporting of accidents, first aid procedures and fire evacuation procedures
- The role of the volunteer – their duties and responsibilities
- Meeting other relevant volunteers
- Copies of all the relevant policies including this Volunteer policy, Health and Safety, Safeguarding, Data Protection and Social Media Policy.
- Codes of Conduct for volunteers and members
- Essential procedures i.e. timekeeping, rota etc.
- Safeguarding training as appropriate
- Other information as appropriate

There will be a trial period of four weeks to give YoCO and the volunteer time to discover if they are suited to each other. A review will be made midway through this period and also at the end.

### **Expenses**

We value our volunteers and want to make sure that there are no barriers to their involvement. All expenses must be agreed with the Youth Group Manager in advance for them to be re-imbursed. Examples of expenses that would be considered are travel to essential safeguarding training, costs of materials needed to deliver the youth group sessions and telephone calls made for the safety and smooth running of the group session.

### **Support**

The Youth Group Manager and other volunteers will offer support to the volunteer. This may involve having meetings to discuss any problems or issues that may arise or to develop ideas that the volunteer may have about the programme for the group. Volunteers may telephone the Youth Group Manager at any time on the YoCO number.

### **Insurance**

YoCO has a valid insurance policy which everyone is advised to read.

### **Resolving Problems**

YoCO is committed to maintaining agreed standards when working with young people and also in making sure that everyone who volunteers enjoys making their contribution to this service. Please see our Grievance Policy and Procedure which explains how problems are resolved.

**This policy was adopted at the Board of Trustees Meeting on: 29<sup>th</sup> September 2020**

**On Behalf of the Board of Trustees** Jane Cranston.....

**Policy to be reviewed by the Board of Trustees in ; March 2021**