



Volunteer Recruitment and Induction Policy

Legacy West Midlands would like all volunteers to enjoy volunteering with us and the first step in this process is recruitment. We aim to ensure that all potential volunteers are treated fairly during recruitment and that they receive an appropriate induction into their role and our organisation. Recruitment and induction should be mutually beneficial, enabling potential volunteers to find out more about their chosen role as well as for the volunteer organiser to determine more about the volunteer. All volunteers, whose role will involve contact with children and young people or vulnerable adults, will be required to undertake a Disclosure check where appropriate in line with Protection of Vulnerable Groups legislation.

Applications

Once potential volunteers have completed an application form, they will be invited to an informal chat to discuss their skills, interests, time commitment as well as the voluntary roles that interest them.

Following this informal chat, **Legacy West Midlands** may decide not to offer a voluntary position at this time. In line with accepted best practice, we will refer unselected volunteers to other interested organisations, for example, a local volunteer centre, for assistance in finding a suitable volunteering opportunity.

Acceptance, appointment, and timescales

Volunteers will not begin volunteering with us until all essential paperwork and relevant checks are complete. The volunteer organiser should give the new volunteer a Volunteer Agreement and a copy of their role description plus a letter confirming their appointment. Any minimum time commitment for the voluntary role will be confirmed during the recruitment process.



Volunteer agreements and role descriptions

All volunteers will be given a volunteer agreement which describes the expectations of the volunteer within **Legacy West Midlands**. This agreement, together with the voluntary role description, gives both the volunteer and **Legacy West Midlands** confirmation of what is acceptable for both parties. The agreement is not a legally binding contract, and the volunteer organiser should explain the agreement fully to the volunteer to underline that this is a positive commitment by **Legacy West Midlands** to ensure fair and appropriate support and approaches to its volunteers.

Induction

Induction helps volunteers to understand the organisation and their role within it and assists volunteer organisers get to know new volunteers and to note the type and level of support they will require, as well as what motivates them and what they are hoping to gain from volunteering. Volunteer organisers should ensure that all new volunteers are familiar with **Legacy West Midlands's** relevant policies and procedures. A thorough induction checklist should be provided for volunteers to fill in. The completed checklist should be stored with the volunteer's records in line with Data Protection requirements.