

Organisation:	Date:
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General – What can help	
Responding quickly and positively to enquires and concerns.	
Being as informal, friendly and as un-bureaucratic as possible.	
Having informal discussion / visits can be useful – to get a 'feel', find out more, etc.	
Having useful/appropriate roles/tasks/involvements.	
Being respected and valued.	
Being flexible – recognising home, school & work commitments/pressures.	

Recruitment	
Will there be an Application Form? - Simple, concise & easily understandable. Is a Form necessary for person to fill in themselves or in a face-to-face meeting?	Yes / No
Is there an initial Interview? – if so, as informal, relaxed and non-threatening as possible.	Yes / No
Are References taken?	Yes / No
Could there be a trial period/taster?	Yes / No
Are there clear role/task descriptions?	Yes / No
Is there a 'Volunteering Policy'?	Yes / No
Is there a 'Volunteering Agreement'?	Yes / No
Is there a Minimum age? – Although no legal minimum age to volunteer, employment/paid work is limited to those 13+, and no child under minimum school leaving age may be employed before 7am or after 7pm on any day, or for more than 2 hours on a school day or Sunday.	Yes / No
Being clear that 'Volunteers' are not 'Employees' – making sure you do not do anything that may establish that, like mandatory set-hours, giving money other than actual expenses, etc.	Yes / No
If on Benefits, being aware of 'rules' – for example, although it's advised for a volunteer to inform 'JobCentre Plus' about volunteering, if claiming Jobseeker's Allowance can do as much volunteering as wanted but must still need to look for paid work; be free to go to an interview if given 48 hours' notice; be able to start work within one week of being given notice; and must not be paid money or anything else apart from specific actual evidenced expenses. Full information: http://www.direct.gov.uk/en/HomeAndCommunity/Gettinginvolvedinyourcommunity/Volunteering/DG_064299	Yes / No

Health & Safety	
Is there a Health & Safety policy? – Need a Health & safety Policy and to carry out appropriate 'risk assessments', considering specific younger age, maturity, experience of the volunteer, etc.	Yes / No
Is there appropriate Insurance covering Volunteers? – should have an appropriate insurance policy covering volunteers, under 'Employer's Liability Insurance' and/or 'Public Liability Insurance', and may need 'Professional Indemnity Insurance' as well. Policies should explicitly mention 'volunteers' as sometimes not automatically covered and companies usually need to be aware of type of volunteering roles to access risk. Most insurance policies cover 16+ year olds or are not necessarily expensive to extend coverage to.	Yes / No
Have organisational Risk Assessments been carried out?	Yes / No
Will 'Risk Assessment' be carried out for Volunteers/Volunteering Roles? – Important to look at what young people will be doing and carry out an assessment of risk regarding it and consider how to minimise potential for harm. What is the activity/hazard; what is likelihood of harm; what can be done to either <i>Eliminate, Reduce, Isolate</i> or <i>Control</i> the hazard.	Yes / No
Is there First-Aid provision?	Yes / No
Do you have an accident book and procedures for accidents?	Yes / No
Will appropriate clothing and/or any equipment needed be provided?	Yes / No
Notes:	

Equal opportunities	
Is there an 'Equal Opportunities' Policy? –being accepted; treated fairly; recognised as an individual; with appropriate needs met as far as is practicable.	Yes / No
Do you have Disability Access or will you actively consider 'reasonable adjustments' to aim to involve volunteers with disabilities?	Yes / No
Notes:	

Safeguarding	
Is there a 'Safeguarding Children' and/or 'Safeguarding Adults' policy, procedure & guidelines? – Need to ensure under 18s (and 'vulnerable' adults) are safe from harm and not subject to abuse from other volunteers, staff, service users or public. Policy, guidance, understanding and good communication. Local Safeguarding Children Board: www.lscb-llr.org.uk	Yes / No
Is Consent from the 'Person with Legal Parental Responsibility' needed? – Advisable to seek 'consent' if under 18 years as 'parental responsibility' continues until 18 years, unless 16 or older and marries; or is living independently. This includes provision of first-aid in case of emergency, when a parent/guardian cannot be contacted an appropriate adult can authorise medical treatment.	Yes / No
Conduct CRB checks / ISA Registration (from Nov 2010) as appropriate – particularly for volunteers/staff in one of the 'regulated' positions set out in the 'Criminal Justice & Court Services Act 2000' or covered by the 'Care Standards Act 2000'; and/or who may in the course of their involvement have regular/unsupervised contact or care for, train, supervise or be in sole charge of children (or 'vulnerable adults'); or supervise/manage a person who may do, whether 'frequently' (once a week or more with same people); 'intensively' (4 occasions in a 30 day period with same people); and/or overnight.	Yes / No
Notes:	

Volunteer Support	
Is there a named contact/support person? - available/approachable.	Yes / No
Will you pay volunteer expenses? Please specify: Travel / food / childcare / other	Yes / No
Will the volunteer be given a written role description?	Yes / No
Will the volunteer be 'inducted' into the role?	Yes / No
Will regular support /supervision be offered?	Yes / No
Will relevant Training be provided? – for role/tasks/involvement (and provision of appropriate equipment, materials, clothes).	Yes / No
Are there Childcare Facilities or is there assistance with Childcare costs?	Yes / No
Do you provide 'Volunteering Information and/or Handbook'?	Yes / No
Could Accreditation / Awards / Recognition be available?	Yes / No
Do you have a Complaints Procedure?	Yes / No
Are there opportunities for making suggestions and involvement in decision-making?	Yes / No
Will you be able to provide a reference for the Volunteer if needed/asked for?	Yes / No
Will there be opportunities for 'fun' and enjoyment?	Yes / No
Notes:	

Do you advertise your opportunities on a National Volunteering Database (e.g via VAL, Do-it.org, www.vinspired.com)	Yes / No
Would you be interested in getting more information / support in order to do this?	Yes / No

Signed:

Date: