

Visiting and Befriending Service Volunteer Recruitment and Selection Policy

Introduction

It is extremely important to Pulborough & District Community Care Association (PDCCA) that we recruit the most appropriate individuals as Volunteer Friends. This ensures that the people we support can gain maximum benefit from the service we provide and that our volunteers enjoy the time they spend volunteering.

The process normally includes the satisfactory completion of the following processes before matching:

- Successful interview
- Completed and signed registration form
- Two satisfactory references
- Vetting checks and declarations (Basic level DBS)
- Successful completion of induction training

Advertising for Volunteer Friends

Positions will be advertised through any means considered appropriate to attract volunteers.

Initial contact

To assist an individual who enquires about becoming a volunteer an initial informal discussion will take place when they first make contact. During this discussion further information about the role, the commitment needed and how we support our volunteers will be provided.

A Role Description, the 'Being a Befriender – Good Practice Guide' and a Volunteer Registration Form will be provided (by email or post) after this discussion.

Face to face interview

Once the potential Volunteer Friend has had the opportunity to consider the information provided a face-to-face meeting will be arranged for both parties to discuss the role and gain further information.

The discussion should be:

- An open and genuine exploration of issues relevant to the voluntary role and how the person's skills, experience and attitudes will meet the needs of the role
- An opportunity for the potential Volunteer Friend to ask questions

Questions will relate to the requirements of the role as set out in the role description and a record of the interview will be kept on the interview assessment form.

Registration Pack

The potential Volunteer Friend will be given a Registration Pack either before or at the interview. This will contain:

- Registration Form
- Equality and diversity monitoring form
- Any additional checks

References

References will be requested from two referees to comment on the potential Volunteer Friend's character and suitability for the position. References will not be accepted from family members or partners and will be requested in writing or by email. Two satisfactory references are required.

Vetting Checks

All Volunteer Friends will be asked to complete a Disclosure and Barring Service check at basic level. The existence of a conviction does not automatically mean that the person is unsuitable as a Volunteer Friend.

Induction Training

Volunteers will be provided with Induction Training which may include:

- Completing online modules
- Reading policies/procedures/handbooks
- Attending face to face induction training

Satisfactory completion and engagement during the training forms part of the selection decision process.

Data Protection

All recruitment records will be stored securely and in line with the PDCCA data protection policies.