



Charity number 1197599

Volunteer Recruitment and Vetting Policy for Brereton Big Local CIO

Purpose

The purpose of this policy is to set out our approach to recruitment and selection of volunteers. The function of the policy is to ensure:

- A standard approach is adopted for the recruitment to all volunteer roles.
- Volunteer roles are filled with the applicants who have the skills, experience and commitment needed.
- All selections are fair and equitable/based on merit and satisfactory checks.
- Recruitment and selection processes adhere to the Equal Opportunity Policy.
- We demonstrate our commitment to equality, diversity, and fairness.

Equal Opportunities

Brereton Big Local has an Equal Opportunities Policy. This applies to volunteers as much as to paid staff, both in the way which BM Local treats volunteers and their responsibilities when dealing with volunteers, staff, and users of Brereton Big Local.

We welcome volunteer applications from all areas of the community. People volunteer with Brereton Big Local for many reasons, bringing with them their experience, skills and commitment and receive the training and support they require to carry out their roles effectively.

Relationships

Brereton Big Local aims to have a reciprocal and mutually beneficial relationships with our volunteers; we provide support to our local community, and we provide training, support, and advise for them in their role.

Recruitment

We recruit volunteers through advertising and promotion using a variety of means including social media, website, newsletters, volunteering and community events and community advertising. Marketing and Communications plans are made yearly and are completed and reviewed by the Trustees.

Volunteers must be over 18 and have a 2–3-hour free time to spend on a regular basis. Volunteers ideally should live in Brereton, or within a short travelling distance. These aspects are carefully considered before acceptance or rejection of the volunteer. We provide guidance, support, and cover certain expenses.

We have a duty of care to do what is best for all parties, to safeguard everyone for the partnership to be a success. We reserve the right to refuse applications if we feel there is a justified reason to do so. This will be communicated to you by the Trustees at the earliest opportunity. We ask that you be always respectful to everyone. If you are advised that your application will not be taken forward and wish to appeal this decision, please contact our Chair of Trustees who will investigate the matter accordingly (contact details can be found on our website).



Charity number 1197599

Recruitment Process and Support

On expressing an interest, prospective volunteers will receive an application form together with an information sheet about the history of Brereton Big Local and what being a volunteer involves. The application form, besides giving relevant personal information, requires two-character references and agreement to let Brereton Big Local complete a DBS check. As the checks may take some time, the prospective volunteer will receive an acknowledgement to confirm that the application has been accepted and checks are in process.

Upon receipt of the application form and satisfactory references, volunteers will then be given a briefing. This is designed to provide the volunteer with further information about Brereton Big Local and guidance on the operation of being a volunteer, including problems that might arise, and to enable Brereton Big Local and the volunteer to get to know one another. Identification for a DBS check is also viewed. All volunteers are provided with a copy of Brereton Big Local Guidelines.

The interview process involves meeting with members of the Partnership before being accepted.

If Brereton Big Local decides not to take someone on as a volunteer, it will explain how its decision was reached and, if appropriate, give the person information about other volunteering opportunities which may be available to them.

As part of the interview process volunteers will have an induction to their volunteering which will involve an overview of the relevant policies and procedures and a copy of these are available in Brereton Big Locals Guidelines. Volunteers need to sign to agree they have read and will work to these Guidelines.

Brereton Big Local expects volunteers to comply with existing policies and procedures. Following induction, volunteers will have regular support and supervision and a record of these discussions will be held as part of the individual volunteer's records. All volunteers are covered under The Brereton Big Local's Public Liability Insurance. Volunteers will be able to claim reasonable expenses for their volunteering in line with the Expenses Guidelines for Brereton Big Local.

Problem Solving

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with using Brereton Big Local's Disciplinary, Grievance and Dismissal Policy. Responsibility Overall responsibility for the implementations, monitoring and review of this policy and procedures lies with the Chairman of the Board of Trustees for Brereton Big Local Implementation and adherence to this policy is the responsibility of trustees, staff, and volunteers within the organisation.