Welcoming Volunteers - the basics

SHEFFIELD COMMUNITY MAKERS

Volunteering

- Roles should be distinct from paid workers
- Avoid language such as "job" and "work"
- Roles should be fulfilling/rewarding
- Volunteers need to feel part of the team

Things to consider

- Does your insurance cover volunteers?
- What training/induction will they need?
- How will you thank them?
- Who will support/brief them?
- What benefits does the role give to volunteers?
- What reasonable adjustments can be made to accommodate varying needs?
- The basics - where can they store items/make a cup of tea?
- How will you store volunteer's details securely?

Checks to consider

- Is a DBS check required? Working with vulnerable adults/children?
- Do you require references?

Documentation to have in place

- Role Descriptions/Risk Assessments
- Volunteer Agreement
- Volunteer Policy including
  - Problem Solving procedure
  - Expenses policy
- Welcome Pack/Handbook

Process

- Recruitment - should be fair and consistent
- Training & Induction so the volunteer knows what to do
- Ongoing support/review to make sure they are ok and to thank them
- Evaluation and monitoring - what are volunteers contributing? Is it working? What's the impact?

More detail in Nuts and Bolts Guide from Sheffield Volunteer Centre
https://tinyurl.com/53bvnm8j