# **HR & OD POLICIES**

human resources and organisational development

## **RESOURCE PACK**

#### Manager Responsibilities

Outline of Manager responsibilities in the appointment and management of Volunteers

Manager Responsibilities
Volunteer Procedure Flowchart

#### Step 1. Identify Volunteer Role

Lists of volunteer roles by Service. Roles contain details of role purpose, main tasks, basic skills and preenrolment checks.

Health & Social Care

**Education & Childrens Services** 

Infrastructure Services

Guidance on how to create a new Volunteer role if there is not a suitable existing role available as well as consideration to Insurance requirements.

Volunteer Role Creation Guide

<u>Insurance</u>

**Driving Roles Insurance** 

### Step 2. Advertisement and Application

Documents to be provided to potential volunteers to enable their application and, where appropriate for the role, Disclosure Scotland check.

**Volunteer Application Form** 

**Covering Letter** 

Two original forms of ID



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No Photo ID Available

**Document Verification form** 

#### Step 3. Pre-Enrolment Checks

Details of pre-enrolment checks required for Volunteers, including links to appropriate forms and procedures.

Right to Work

One Reference

**Overseas Criminal Record Check** 

Disclosure Scotland check

**Confirm Appointment email** 

Withdraw offer email

Driving

### Step 4. Volunteer Agreement, Induction & Training

Documents to be provided to, and discussed with, volunteers to ensure their proper induction, training and understanding of their role as a volunteer.

Under 18 Factsheet.

Volunteer Agreement

**Confidentiality Agreement** 

**Induction and Training** 



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## **RESOURCE PACK**

**Induction Checklist** 

**Confidentiality & GDPR** 

Volunteer Responsibilities & Support

#### Step 5. Volunteer Files

Guidance for managers on the storage of documents for Volunteers Volunteer Record Keeping

#### Step 6. Volunteer Management

Manager information for managing volunteers in roles Expenses Factsheet

**Expenses Form** 

Misconduct of Volunteers

#### Step 7. Leavers Process

Manager information relating to maintenance of volunteer records. Volunteer Update Template Letter

Volunteer Update Template Pro Forma

