**5.1.2 Checklist for Writing a Volunteer Policy**

The following list of statements can be considered for inclusion in a volunteer policy. Not all the statements listed will be relevant for every organisation and so they do not all need to be included. This is not an exhaustive list and there may also be statements not included here which are relevant for an organisation. Clearly if there is a statement made, there should be an associated policy and procedures in place.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Statements to be considered for inclusion | StatementRequired? | StatementIncluded? | Policy Required? | Policy In Place? |
| Y | N | Y | N | Y | N | Y | N |
| *Aims and Values of the organisation* |  |  |  |  |  |  |  |  |
| *Ethos and vision for volunteering* |  |  |  |  |  |  |  |  |
| *Staff Roles regarding volunteers* |  |  |  |  |  |  |  |  |
| *Volunteer Roles and responsibilities* |  |  |  |  |  |  |  |  |
| *Recruitment* |  |  |  |  |  |  |  |  |
| *Selection & Matching* |  |  |  |  |  |  |  |  |
| *Volunteer Handbook/Agreements* |  |  |  |  |  |  |  |  |
| *Code of Conduct**(including smoking, drugs & alcohol)* |  |  |  |  |  |  |  |  |
| *Induction, Training & Development* |  |  |  |  |  |  |  |  |
| *Support & Supervision* |  |  |  |  |  |  |  |  |
| *Volunteers Voice*  |  |  |  |  |  |  |  |  |
| *Recognition* |  |  |  |  |  |  |  |  |
| *Equalities & Diversity* |  |  |  |  |  |  |  |  |
| *Health & Safety* |  |  |  |  |  |  |  |  |
| *Insurance* |  |  |  |  |  |  |  |  |
| *Expenses* |  |  |  |  |  |  |  |  |
| *Confidentiality* |  |  |  |  |  |  |  |  |
| *Data Protection* |  |  |  |  |  |  |  |  |
| *Child Protection* |  |  |  |  |  |  |  |  |
| *PVG Scheme* |  |  |  |  |  |  |  |  |
| *Lone Working* |  |  |  |  |  |  |  |  |
| *Social media* |  |  |  |  |  |  |  |  |
| *Disciplinary and Grievance*  |  |  |  |  |  |  |  |  |
| *Whistleblowing* |  |  |  |  |  |  |  |  |
| *Endings* |  |  |  |  |  |  |  |  |
| *Review Information* |  |  |  |  |  |  |  |  |