



## ARE YOU VOLUNTEER READY? - CHECKLIST

	Yes	No	Don't Know	Notes
<b>Before you start</b>				
Do you have any volunteers in your organisation at present?				
Do you need to discuss using volunteers in your organisation with any other body eg Care Inspectorate?				
Are there any restrictions as to who can volunteer for your organisation eg age?				
Do you have the financial resources to buy extra equipment, uniform, insurance etc?				
<b>Paperwork - general</b>				
Does your organisation's insurance cover volunteers as well as staff?				
Will any volunteers working with your organisation require PVG or Disclosure checks?				
<b>Policies and Processes</b>				
Do you have a Volunteering Policy?				
Does your Health and Safety Policy include volunteers?				
Does your Recruitment Policy include the recruitment of volunteers?				
Are volunteers included in your Equal Opportunities Policy?				
Does your Expenses Policy include volunteers?				



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Does your Complaints Policy and/or process include volunteers				
<b>Your staff</b>				
Have you discussed with your staff how volunteer roles will integrate into your organisation?				
Do any of your staff have volunteer management skills? <i>(these may have been gained out with the workplace)</i>				
Do you have a designated person(s) who will oversee your volunteers?				
<b>About the volunteers</b>				
Do you know what roles you will want volunteers to undertake?				
Do you have role descriptions for all the volunteer roles?				
Do you have person specifications for the roles volunteers will undertake?				
Do you know what skills your volunteers will require?				
Have you considered what training you may be able to provide for your volunteers?				
Do you have space for volunteers?				
Have you considered how your organisation will support and manage volunteers?				
<b>Recruitment</b>				
Do you have a volunteer application form?				
What barriers may there be to volunteers becoming part of your organisations?				
<b>Training and support</b>				
Will you have an induction process for volunteers?				
Will you carry out review meetings with your volunteers?				



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Do you have a problem-solving process for if difficulties occur?				
<b>Recognition</b>				
How will you celebrate volunteers and volunteering?				
How will you reward and/or recognise volunteers?				

*This list is not exhaustive but gives a good starting point for all the things you should consider prior to inviting volunteers to join your organisation.*

