



INCLUSIVE VOLUNTEERING CHECKLIST

To help organisations reflect on various barriers to volunteer inclusion and take action where necessary to make the programme more accessible.

Economic barriers

Time



Does your organisation offer flexible volunteering opportunities to accommodate individuals with time constraints?

Action: Ensure you can provide clear, supportive guidance or signpost volunteers to appropriate resources.

Travel expenses



Does your organisation provide support for transport costs (e.g., reimbursements)?

Action: If not, consider offering alternative flexible volunteer roles (e.g., remote options) or resources for volunteers to share transport.

Equipment expenses



Do volunteers have access to necessary equipment (e.g., computers)?

Action: Consider creating a resource-sharing system, such as an equipment bank or pooling resources with other organisations.

Disclosure costs



Does your organisation cover disclosure check costs, especially for applicants with criminal records or homelessness histories?

Action: Explore using Volunteer Scotland's Disclosure Services or allocate an annual budget for disclosure fees.

Benefits and Rights to Work



Does your organisation have the knowledge to inform volunteers about the impact of volunteering on benefits or asylum status?

Action: Ensure you can provide clear, supportive guidance or signpost volunteers to appropriate resources



Childcare Support



Does your organisation provide support for volunteers who have childcare responsibilities?

Action: Consider offering flexible volunteer roles or childcare reimbursements, or look for best practices from other organisations.

Social and cultural barriers

Belonging



Does your organisation assume there's a 'typical volunteer' in your sector?

Action: Review your volunteer profile assumptions and challenge any barriers they may create.

Examining Barriers



Have you identified any social or cultural barriers to volunteering (e.g., structural discrimination, lack of confidence, staff preconceptions)?

Action: If you've tried diversity initiatives, assess their effectiveness. If not, introduce one or two actions to remove barriers (e.g., awareness training for staff, mentoring for new volunteers).

Physical barriers

Access to Site and Facilities



Are physical barriers like parking, steps, toilets, or signage preventing volunteers from accessing your organisation?

Action: Prioritise improvements based on available budget, focusing on the most critical access points. If physical changes aren't possible, consider offering remote or adapted roles.