**BECOMING A PENHALIGON’S VOLUNTEER**

Summary of the Volunteer Recruitment Process - Flowchart of Steps

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| **Initial Interest**  Volunteer to be given an information leaflet and application form |

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| If they are still interested they need to fill in the application form and return it |

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| The Training & Volunteer Coordinator (TVC) will then contact the prospective volunteer to arrange an informal interview  (also explain what documentation they will need to bring for the CRB check) |

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| **Initial Suitability Interview**  The TVC & volunteer will have a two way discussion about expectations, appropriate skills & volunteering opportunities. An explanation will be given regarding the requirement to undertake a 3 day induction course. Advise on visiting Volunteer Bureau to complete CRB form, offer address list of bureau/s.  Meet other staff and show round offices.  The TVC will then let the volunteer know within 5 working days if they have been successful. |

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| Perspective volunteers will be given the date of their 3 day induction training  which will be confirmed in a letter with directions etc  During this time references will be applied for. |

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| **Pre-Volunteering Interview**  After (3 day) induction training the volunteer will be interviewed regarding  appropriate opportunities & roles they might be interested in supporting.  Further training maybe required, if so, confirm dates and locations. |

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| **Induction Morning/Afternoon**  Volunteers will be introduced to staff, shown around the building, issued  with a handbook, a badge, allocated work/advised on opportunities  and allocated a supervisor. Can begin work after CRB check returned clear |

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| **Review after 3 months**  The volunteer will be subject to a 3 months review.  Further opportunities will be offered and training may be identified |

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| Within 12 months of the induction, volunteers should complete Health and Safety, Equal Opportunities, First Aid and Child Protection Training – arranged by the Training and Volunteer Coordinator (TVC). |