

## **Good Practice Code**

The Reigate & Banstead Volunteer Centre is accredited to Volunteering England and works in partnership to provide information on a code of good practice including Equal Opportunities and Diversity to volunteer involving organisations.

Whether you already manage volunteers, or you are involving volunteers for the first time, below are a few things to look at and check when developing volunteering within your organisation:

- Volunteers must be seen to compliment paid work not to replace it
- Have a key person responsible for volunteers
- Have a recruitment process - informal interview, give out leaflet/pack information.
- Have a clear picture of what you expect from the volunteer, volunteers need to know what is expected of them.
- Do a job specification for each opportunity
- Put together Volunteer Application Form stating questions appropriate for organisation opportunity
- Have procedure in place to take up CRB checks/references
- Offer induction/training programme
- Have Health & Safety Policy in place
- Have Insurance Cover for volunteers in place
- Equal Opportunities Policy
- Could you pay expenses?

We trust this information will be useful to you. If you would like more information please do not hesitate to contact our Volunteer Co-ordinator Janet Rimmer, who will happy to visit your organisation or provide additional information over the telephone, by email or post.

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