

**Appendices for Volunteer Management Policy**

<b>Contents</b>	<b>Page No.</b>
<b>Appendix 1:</b> Role description template	2
<b>Appendix 2:</b> Volunteer advert template	3
<b>Appendix 3:</b> Induction checklist	4
<b>Appendix 4:</b> Volunteer Supervision Template	5
<b>Appendix 5:</b> Checklist to help you retain your volunteers	6
<b>Appendix 6:</b> Risk assessment template	7-12

**Appendix 1: Role description template**

Please complete this form and submit to the Volunteer Management Group (VMG) for approval.

Volunteer supervisor name:	
Date of Volunteer Management Training (complete or pending):	
Volunteering role title:	
Department and team:	
Purpose of the volunteering role:	
Main tasks:	
Skills, experience and qualities needed:	
Where will the volunteering take place?	
When will the volunteering take place?	
What support and supervision will be offered to the volunteer?	
What could volunteers get out of it?	
What training opportunities are available to the volunteer?	
Is the opportunity temporary or permanent?	
What is the selection process?	
Proposed volunteer advert:	
Is this a Dacorum wide project? <i>(If yes please tell us how you have considered accessibility and safeguarding for transport arrangements)</i>	

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## Appendix 2: Volunteer advert template

Please use the table below to ensure you have all the information needed for your Volunteer Advert.

Think about;

- What makes your project special?
- What exactly does your project do?
- Who benefits?
- Where is it going? Any new developments?
- What's the vision for the future?

Organisation / project	
Opportunity title	
Activities	
Description of the voluntary opportunity	
Days/ times of volunteering opportunity	
Are expenses offered?	

### Appendix 3 – Induction checklist

Please complete this form and submit to the Volunteer Management Group when your volunteer has been inducted.

Complete risk assessment for the volunteering activities (appendix 3)	
Disclosure and Barring Service (DBS) checks and references (where appropriate)	
Receive written notification from the volunteer that they have car insurance to cover them when going to and from their volunteering activities	
Fully brief new volunteer on their tasks and responsibilities	
Give a named contact for support	
Explain the High performance environment and the Council vision and priorities	
Make them aware of the following policies; <ul style="list-style-type: none"> <li>• Equality and diversity</li> <li>• Information security and data protection</li> <li>• Safeguarding of children and young people &amp; vulnerable adults</li> <li>• Lone working</li> <li>• Health and Safety</li> <li>• Expenses procedure</li> <li>• Grievance procedure</li> </ul>	
Identify essential training; face to face and online training opportunities (DORIS)	
Identify training needs of the volunteer, agree timescales and online/ in-house courses	
Explain supervision arrangements, agree a timeframe for catch ups; <ul style="list-style-type: none"> <li>• weekly, monthly, quarterly</li> <li>• telephone, email, face to face</li> </ul>	
Health and safety; <ul style="list-style-type: none"> <li>• Emergency exits</li> <li>• First Aid</li> <li>• Evacuation procedures</li> <li>• Accident reporting</li> <li>• Personal Protective Equipment (PPE)</li> <li>• Welfare arrangements, toilets, vending machines &amp; rest areas</li> <li>• Housekeeping arrangements, smoking policies</li> </ul>	
If they will be based in a building, show them around the building	
If they will be using any ICT equipment, show them how to use it and ensure appropriate policies are read, understood and signed	
Introduce them to other volunteers and staff, make sure they feel like they are part of the organisation/ group	

I confirm that I have completed the induction checklist:

Volunteer Supervisor signature

Volunteer signature	
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**Appendix 4: Volunteer supervision template**

<b>Name:</b>	<b>Date:</b>
<b>What has been going well?</b>	
<b>What hasn't been going so well?</b>	
<b>What training or support do you need?</b>	
<b>Are there any other areas of our work that you would like to move into?</b>	
<b>Is there anything else you would like to discuss?</b>	

**Appendix 5: Checklist to help you to retain your volunteers**

Build good relationships with each volunteer and keep regular contact	
Check that volunteers are happy with the opportunity and offer regular feedback opportunities	
Supervise them appropriately (appendix 6: Volunteer supervision template)	
Ensure all relevant policies are followed	
Ensure that complaints are directed towards the formal complaints process	
Offer appropriate internal and external training opportunities	
Always say thank you and include them in staff events	

**Appendix 6 – Risk assessment template**

<b>Department/Service:</b>	<b>Location:</b>	<b>Assessment Number:</b>	<b>Assessment Date:</b>	
<b>Activity or Process</b>		<b>No of Persons at Risk (indicate with a tick or cross in the appropriate boxes)</b>		
			Employees	Others
		1		
		2-5		
		6-10		
		10 plus		

Hazard	Existing Controls	Risk Rating With Controls (see below)			Additional Controls (Risk Rating 4 or less – Existing Controls adequate)
		Likelihood	Severity	Risk Rating	
The Hazards you have identified are entered here.	What you already have in place to reduce the risk or severity goes in this box	Multiply this score	By this score	To get your Risk Rating Banding	If the risk rating banding is greater than 4 you will need to identify additional controls to reduce the likelihood or severity



Hazard	Existing Controls	Risk Rating With Controls (see below)			Additional Controls (Risk Rating 4 or less – Existing Controls adequate)
		Likelihood	Severity	Risk Rating	
The Hazards you have identified are entered here.	What you already have in place to reduce the risk or severity goes in this box	Multiply this score	By this score	To get your Risk Rating Banding	If the risk rating banding is greater than 4 you will need to identify additional controls to reduce the likelihood or severity
Name of Assessor	Job Title:	Signature:			Date:

<u>Risk Rating:</u>		<u>Rating Action Bands</u>		
LIKELIHOOD	SEVERITY OF INJURY	RATING BANDS	ACTION REQUIRED	<u>Notes on Completing the Form</u>
1. Most Unlikely	1. Trivial Injury/ies	1&2 Minimum Risk	Maintain Control measures	<p><b>This form is designed primarily for completion electronically. As text is entered into the boxes they expand to take the information.</b></p> <p><b>The assessment should be for a whole activity/process where an existing assessment already covers part of the activity this should be referred to in the Existing Controls.</b></p> <p><b>For those completing the forms by hand, a continuation sheet is attached for use.</b></p>
2. Unlikely	2. Slight Injury/ies	3&4 Low Risk	Review control measures	
3. Likely	3. Serious Injuries	6&8 Medium Risk	Improve control measures	
4. Most Likely	4. Major Injury/ies death	9,12&16 High Risk	Improve control measures & Consider Stopping Work	
<p><b>To establish Rating Bands Multiply 'Likelihood' by Severity</b></p> <p><b>DO NOT</b> read directly across from Risk Rating box to Rating Action Bands box.</p> <p><b>USE</b> the score to determine the level of risk</p>				

<b><u>Additional Controls</u></b>					
(To be carried out by the Senior Line Manager responsible for the Activity/Process)					
<b>Additional Controls Agreed (details of the action to be taken)</b>	<b>By Who</b>	<b>Target Date</b>	<b>Date implemented</b>	<b>Control Effective</b>	
				<b>Yes</b>	<b>No</b>
<b>Assessment Review with Additional Actions in Place</b>					
(To be carried out by the Senior Line Manager responsible for the Activity/Process)					
Comments:					
First Assessment Review Date:					
Frequency of Review:					

**Note**

**Assessment with residual risk ratings of 6 and above will be required to be reviewed at intervals more frequently than annual.  
All other assessments need to be reviewed annually and/or following significant change or an incident.**

<b>Next assessment Review Date</b>					
<b>Name</b>					
<b>Job Title</b>					
<b>Signature</b>					
<b>Date reviewed</b>					

<b>Department/Service:</b>		<b>Location:</b>		<b>Assessment No:</b>		<b>Continuation Sheet</b> Page ___ of ___ .	
Hazard	Existing Controls	Risk Rating With Controls (see below)			Additional Controls (Risk Rating 4 or less – Existing Controls adequate)		
		Likelihood	Severity	Risk Rating			
Name of Assessor	Job Title:	Signature:			Date:		

