



POLICY / PROCEDURE INFORMATION (Policy no VOL07)	
Subject	Recruitment and Selection of Volunteers <i>(This policy is subject to periodic review and will be amended according to service development needs)</i>
Applicable to	All volunteers of Nottinghamshire Hospice
Target Audience	The Volunteer Officer is responsible for ensuring that this policy is adhered to. All staff involved in the recruitment and selection of volunteers also have a responsibility to adhere to this policy.
Date issued	July 2021
Next review date	July 2024
Lead responsible for Policy	Volunteer Services Manager
Policy reviewed by	Volunteer Services Manager
Notified to (when)	Strategy and Corporate Governance Group Jul 21
Authorised by (when)	Strategy and Corporate Governance Group Jul 21
CQC Standard if applicable	
Links to other Policies	Volunteer Policy VOL02
Summary	The aim of this policy is to achieve a standard and fair approach to the recruitment and selection of volunteer staff, to attract a high caliber of volunteers and to maintain a professional image as an organisation (both internally and externally) offering opportunities for volunteers.
This policy replaces	

VERSION CONTROL		
Status	Date	Reviewed date
Original policy written by Stacey Shillingford, Volunteer Manager	April 2015	April 2018
Policy reviewed by Sarah Rice, Volunteer Development Manager	June 2018	June 2020
Formatted, updated control sheet and published on Policy Doc App	Jan 2019	
Policy reviewed by Jo Drake, Volunteer Services Manager. Updated on website.	July 2021	July 2024

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1. Introduction

Nottinghamshire Hospice is committed to maximising resources and involving members of our community through providing opportunities for volunteering in support of the Hospice and to encourage the participation of individuals representing the diversity of the local community.

2. Recruitment

- We will recruit volunteers aged 18+ within retail and the hospice environment
- Volunteering opportunities will be advertised through Hospice networks including the website, social media sites and our retail outlets
- Newspaper advertising will be used where appropriate
- All advertising and recruitment will take account of the Hospice Equality and Diversity Policy HR00021

3. Selection

All potential volunteers who wish to take on roles that are based at the Hospice or that have direct contact with service users will be required to complete an application form and then attend an initial interview with the relevant Line Manager or the Volunteer Services Manager/Coordinator. The interview will encourage self-appraisal for suitability. If no suitable role is available the potential volunteer will be informed and thanked for their interest

All potential volunteers who wish to help in our retail outlets will be given an application pack by the Retail Manager of the shop they wish to volunteer in, or they request a pack from the Volunteer Services team. Volunteers will be invited for interview at an arranged time with the Retail Manager and Volunteer Services Manager/Coordinator. The application form will be sent to the Volunteer Services Team along with the volunteer's interview assessment form for processing. If no suitable placement can be offered, the Volunteer Services Manager will write and inform the potential volunteer

Potential volunteers will be told at interview about the training required for the role they are interested in

All potential volunteers applying for a role with patient contact are required to complete a Disclosure and Barring Service (DBS) Check where they will have the opportunity to declare to the Volunteer Services Team any convictions, final warnings or pending prosecutions in this or any other Country. Such information will be treated in the strictest confidence and with regard to the provisions of the Rehabilitation of Offenders Act 1974. A conviction will not necessarily disqualify a person from becoming a volunteer

Two references will be taken up for all potential volunteers

4. Bereavement

In keeping with our duty of care to patients, staff, and volunteers we will only recruit volunteers following a recent bereavement after carefully considering the application. We would not recruit for a patient facing role if someone has experienced a bereavement within 12 months of application.

4. Employee Volunteering

Employee volunteering will be considered for special projects or where specific knowledge or experience is needed. Recruitment will be specifically targeted to secure the expertise required.

5. Staff Training

All Line Managers will receive training in the volunteer recruitment process as part of their induction, as it applies to their role, and at relevant intervals as deemed appropriate.