

## Volunteer Health Check

The aim of this Health Check is to give you a very quick method for identifying things to consider when involving volunteers. The 9 headings are taken from the key standards outlined by 'Investing in Volunteers' (IIV).

We all work hard to ensure we are working to best practice and this tool just helps you to see where you are.

It's not a test but it does help Northumberland CVA to identify any needs you might have so when you've completed it please return to [enquire@northumberlandcva.org.uk](mailto:enquire@northumberlandcva.org.uk) if you have any queries about it please do get in touch 01670 858 688.

1. There is an expressed Commitment to the involvement of volunteers, and recognition throughout the organisation that Volunteering is a two-way process which benefits Volunteers and the organisation.

	Yes	No
Are all staff and Trustees on board with why Volunteers are part of your organisation?		
Do you have a Volunteer Policy and set of procedures?		
Are you regularly reviewing your Volunteers involvement?		

2. The organisation commits appropriate resources to working with all volunteers, such as money, management, staff time and materials.

	Yes	No
Is the role of recruiting, selecting, supporting and protecting your Volunteers designated to a particular person or group of people?		
Is there time given during staff meetings to talk about Volunteer issues?		
Can you provide your Volunteers with all the resources they need?		



3. The organisation is open to involving volunteers who reflect the diversity of the local community and actively seeks to do this in accordance with its stated aims.

	Yes	No
Does your organisation welcome Volunteers with a range of abilities and backgrounds?		
Do the images used to promote your organisation and services reflect diversity in your community?		
Do you monitor the diversity of your volunteers?		

4. The organisation develops appropriate roles for volunteers in line with its aims and objectives, which are of value to the volunteers.

	Yes	No
Do you have a detailed role description for volunteers?		
Do you adapt the role and tasks for volunteers where needed?		

5. The organisation is committed to ensuring that, as far as possible, volunteers are protected from physical, financial and emotional harm arising from volunteering.

	Yes	No
When looking at Volunteer roles do you undertake risk assessments?		
Do you have the appropriate insurance cover for volunteers?		
Are you following Data protection principles for Volunteers?		
Do you have an expenses policy for volunteers?		

6. The organisation is committed to using fair, efficient, and consistent recruitment procedures for all potential volunteers.

	Yes	No
Are there plenty of opportunities for people to find out about the Volunteering role before they sign up?		
Is information about all aspects of the Volunteering process clear?		
Do you have a clear policy on taking up references and official checks?		



7. Clear procedures are put into action for introducing new volunteers to their role, the organisation, its work, policies, practices and relevant personnel.

	Yes	No
Do you have an induction which ensures volunteers can meet all staff and volunteers they will be working with?		
Do Volunteers receive appropriate information and training?		
Do volunteers know the procedure if they wish to complain?		

8. The organisation takes account of the varying support and supervision needs of volunteers.

	Yes	No
Do your volunteers know what support is available and who to go to?		
Do you offer adequate support relevant to the volunteer role?		
Do you ask volunteers how they feel about their role?		

9. The whole organisation is aware of the need to give volunteers recognition.

	Yes	No
Do your staff and trustees value and show appreciation for volunteers?		
Do you give volunteer references when they leave?		
Do you support continued learning and skills development for volunteers?		



Actions I might take/ Help I might need from Northumberland CVA

Did you find this Health Check useful?	Yes		No	
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