

GGCA SAFE RECRUITMENT OF VOLUNTEERS POLICY AND PROCEDURES

Recruitment of Volunteers

As an organisation, we are vigilant in our recruitment procedures, aiming to ensure all people volunteering at Gilfach Goch Community Association (GGCA) are suitable to do so. We follow this procedure each and every time we recruit a new member to join our team. The recruitment policy for volunteers is similar to the recruitment of permanent employees, but is conducted in a less formal manner.

Inclusion

GGCA encourages everyone to get involved with volunteering, no matter your background and regardless of your age, health, education, sex, life experiences, ethnicity or political beliefs. We are fully inclusive and discrimination on any grounds has no place within the organisation. We are committed to increasing volunteer diversity, addressing under-representation, and including targeted groups as part of our organisations overall Equality, Diversity and Inclusion aims.

Roles

Each volunteer role at GGCA has a role description detailing the specific responsibilities, tasks and skills required. An appropriate risk assessment will also be maintained on each of these roles by the appropriate supervisor. Both documents will be reviewed annually by the appropriate supervisor and updated accordingly. We have specific roles available, but we are able to develop more bespoke roles to suit the needs of the volunteer and enjoy creating these new roles together with the volunteer.

Suitability Checks

We abide by the requirements of any legislation or regulations relevant to volunteering roles for example, the National Minimum Standards and its associated regulations and any CIW guidance in respect of obtaining references and suitability checks for staff. We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by our organisation's responsibilities relating to informing the DBS of any changes to the suitability of volunteers, whether the volunteer remains with us or leaves. Please refer to the child protection/safeguarding policy for further information.

All prospective volunteers are required to complete a Volunteers Application Form and may also be subject to DBS disclosure vetting procedures depending on the nature of the volunteering role. No volunteer can be engaged with children, youth and vulnerable adults and/or those with additional needs until satisfactory clearance has been obtained, unless under close supervision. Enhanced DBS checks will be carried out every three years or sooner if required.

Each volunteer will be made aware of these requirements at the outset of any possible recruitment process. Help will be given to any individual who may have difficulty in completing these forms. The selection of a volunteer will involve the services of the Volunteer Coordinator and/or the Admin Officer who will try to match the requirements of the prospective volunteer with an appropriate volunteering opportunity. Every effort will be made to match an individual with the right skills, experience and enthusiasm with a volunteer opportunity which satisfies the needs and interests of both the volunteer and the organisation.

All new starters, other than those who have registered for the continuous updating service (see below) will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work in the setting and they will not have unsupervised access to any child or young person or their records before this check comes back. Further to this, the new starter will not be allowed to take photographs of any child, looking at their learning and development log or provide personal care without an up-to-date enhanced DBS check (whether supervised or not).

Out of Pocket Expenses

All voluntary work is unpaid although volunteers engaged for more than 6 continuous hours per day may be reimbursed out of pocket expenses and may receive a free lunch and drink from the on-site cafeteria. For further details contact the Volunteer Coordinator or Finance Manager.

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Interviews

The interview process will also include consideration of the completed volunteer application form which includes a skills assessment. If the volunteer is not suitable for the role immediately available, alternative training opportunities may also be discussed in order to make the individual suitable for other possible roles or we can work with the volunteer to create a more bespoke role with them, or they may be referred to Interlink for a wider range of volunteering opportunities.

The volunteer will be advised of the reason why they might not be suitable for the immediate volunteer role available. An adverse DBS result will not necessarily mean automatic rejection, but consideration will be made by the Community Association Manager in the light of the specific requirements of the particular volunteer role available at the time.

A decision on whether to engage the individual or not will be made after the informal interview process is complete and the volunteer notified accordingly. The volunteer will also be allowed the opportunity to 'self select' i.e. reject the position themselves during the informal interview process, should they feel the opportunity is not right for them.

References

References will also be sought if they are required for more specific roles for example, volunteering in our childcare department.

Advertising

We use reputable sources when advertising for volunteers including our social media sites, Interlink RCT and WCVA. We also advertise via word of mouth from existing volunteers, staff and partner organisations.

We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures, including an enhanced (DBS) check and at least two independent references for every new employee. We also include the requirement for an additional criminal records check (or checks if more than one country) for anyone who has lived or worked abroad.

Equality, Diversity and Inclusion

GGCA encourages the involvement of everyone to volunteering, no matter your background and regardless of your age, health, education, sex, life experiences, ethnicity or political beliefs. We are fully inclusive and discrimination on any grounds have no place within the organisation. We are committed to increasing volunteer diversity, addressing under-representation and including targeted groups as part of our organisations overall EDI aims.

The organisation will record and retain details about the individual including qualifications, identity checks carried out and the vetting process completed. This will include the criminal records disclosure reference number, the date the disclosure was obtained and details of who obtained it. We will not retain copies of the disclosure itself, but we will record the disclosure reference number and share that with relevant agencies i.e. RCT Play Commissioning and CIW.

There may be occasions when a DBS check is not clear, but the volunteer is still suitable to volunteer with children and/or vulnerable adults. This will be treated on an individual case basis and at the manager's discretion, taking into account the following:

- seriousness of the offence or other information
- accuracy of the person's self-disclosure on the application form
- nature of the appointment including levels of supervision
- age of the individual at the time of the offence or other information
- the length of time that has elapsed since the offence or other information
- relevance of the offence or information to working or being in regular contact with children

As an organisation, we will always work with potential and existing volunteers to create roles that are bespoke to the individuals needs, interests, ability and/or refer to other organisations such as Interlink RCT or WCVA where there are a wider range of volunteering opportunities available.

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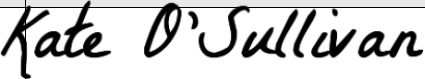

Ongoing support and checks

All volunteers are responsible for notifying the Volunteer Coordinator in person if any there are any changes to their circumstances that may affect their suitability to work with children and/or vulnerable adults. This includes any incidents occurring outside of the organisation or involving people they live in a household with. Failure to inform could result in a suspension from volunteering pending an investigation.

Training and Development







The organisation will provide appropriate opportunities for all volunteers to undertake informal and formal training and will be encouraged and supported to do this to help improve and enhance the volunteering experience at the GGCA.

This policy was adopted on 6 May 2025 and will be reviewed on or before 6 May 2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		19 / 06 / 2025
Olive Frances Vice Chair of Trustees		25 / 05 / 2025

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