

# Every Parent & Child Volunteer Flowchart

## Initial Interest

Anyone wishing to volunteer will be given information about EPC and the volunteering roles EPC has to offer. If they wish to apply for a volunteering role they will be given a Volunteer Role Description and Application Form to complete and return. Trustee volunteers are sent an information pack and will be asked to complete a skills and experience audit and Trustee Declaration.



## Volunteer recruitment process

The Volunteer Officer (VO) will ask for two references. Once they are received VO will let candidate know whether they have been shortlisted and invite them for an interview.

**General volunteers:** The interview will be conducted by the Service Project Lead and VO. If the discussion has been positive, the candidate will be offered an opportunity to volunteer at EPC.

**Trustees:** The interview will be conducted by Chief Executive, Chair of Trustees and VO. If the discussion has been positive, a candidate will be invited to a Board Meeting as an observer. If they wish to become a trustee, they will be co-opted at the next meeting or proposed and seconded at the AGM.

Volunteers who wish to volunteer with counselling, mentoring, Independent Support service will have to provide their current DBS certificate or pay for their DBS checks and after completing 6 months of satisfactory volunteering they will be reimbursed.

An offer of a volunteer post may be subject to satisfactory Disclosure and Barring Service (DBS) Check.

Where applicants are not placed in the role applied for, they will be provided with feedback and given the opportunity to discuss alternative volunteering roles both with EPC and other volunteer involving organisations.



## Volunteer Induction

The induction process will be explained and the Volunteer will be asked to complete and sign the Volunteer Agreement and Volunteer Confidentiality Agreement.

During Induction the Volunteer will be introduced to staff and shown around the building.

They will be provided with an Induction Checklist + Checklist with policies and procedures and details regarding a DBS check.

Volunteers are advised that until their DBS check has been completed they will continue to work alongside a member of staff or volunteer who has been DBS checked successfully. Counselling and mentoring volunteers must wait until their DBS check has been received back before they can start volunteering.



## Volunteer Probationary Period

### General Volunteers

Volunteers will have a six week period to become familiar with the working practices of EPC. During this time, they may work with a number of different staff and carry out a variety of tasks. At the end of this period the service project lead or VO will carry out a Supervision session and confirm the on-going role of the Volunteer. Issues are addressed as they arise.

### Counselling/Mentor Volunteer

No formal probationary period. The volunteer role is subject to counsellor or mentor/ client relationship working out. Issues are addressed as they arise.

### Trustee

No formal probationary period. Issues are addressed as they arise. Current trustees mentor new trustees.

**References** – Volunteers will be eligible for a reference from EPC after completing 6 months of satisfactory volunteering

***EPC intends that all volunteers complete Child Protection training and are offered Health & Safety, First Aid or pertinent training as required by their role.***