

Notes on the Recruitment of Volunteers

- When advertising locally, use a named person as a recruitment co-ordinator and point of contact and ask for replies within one month.
- All responses to be sent to the recruitment co-ordinator, together with the candidate's contact details
- Organise a venue and date for an introductory meeting (if more than three responses). One-to-one otherwise.
- Emphasise no commitment at this stage.
- Offer a list of areas where volunteers can help. Ask them to complete the form (from Induction Handout) showing which areas they would like to help with.
- The offers of help (or tick list) to be completed and returned to the recruitment co-ordinator (within one week)
- Organise the Induction meeting (or the one-to-one).

The Induction Meeting

- Existing volunteers to talk through how each of the services operates, e.g. driving/befriending etc.
- DBS Officer explains the DBS process and issues DBS packs.
- Emphasise that the three forms pertaining to driving (if applicable) should be completed and returned within one week.
- Q & A

DBS Officer tasks

- All forms are available from Rutland County Council (RCC). There will be a charge.
- The invoice for processing forms from RCC is returned to the treasurer.
- Officer maintains the DBS register and witnesses the required I.D. documents of the volunteer.
- Officer returns completed forms to RCC.
- When the DBS has been processed and approved by the authority, the volunteer notifies the DBS officer that their certificate has been issued.
- The officer creates a laminated I.D. card for the volunteer from a passport sized photograph the volunteer provided.

Administration Role

- To keep details of drivers' cars on GNS database and update when necessary.
- To keep car insurance details on database and update as required.
- To print copies of Induction Pack for issue.
- To maintain and update Induction Pack when required.