



Charity Number 1163672 Rhif Elusen

# DASH

Disabilities and Self Help  
Delio Ag Anabledd A  
Sialens Hunangymorth

## DASH VOLUNTEERING

### GUIDANCE: MANAGING VOLUNTEERS ON THE SCHEMES

Management of Volunteers is the responsibility of the Scheme Leader. DASH values the contribution made by staff and volunteers. We want the time they spend with DASH to be enjoyable and useful.

Prior to a volunteer appearing on the schemes	<p>He/she will have had a</p> <ul style="list-style-type: none"> <li>• DBS check</li> <li>• photo taken for an ID badge (see Leaders Box)</li> <li>• flash-drive with Handbook and policies</li> <li>• Volunteer role description</li> <li>• Volunteer Agreement to sign</li> <li>• short induction to volunteering</li> <li>• scheme timetable</li> </ul>
REMINDER	<p>Whilst on the schemes volunteers should not:</p> <p>X be alone with a child/young person</p> <p>X carry out toileting, personal care routines</p> <p>NB Personal details must only be given to volunteers on a “need to know” basis.</p>
Volunteer Checklist	<p>This is intended to make sure each volunteer receives the information they need. Please complete this for each volunteer. Their name should be added and a signature provided by a staff member.</p>
Volunteer Summary	<p>This provides details of who you can expect to volunteer on a daily basis.</p>
Volunteer Contact List	<p>This gives you contact information for use:</p> <ul style="list-style-type: none"> <li>❖ in an emergency</li> <li>❖ if a volunteer does not turn up as expected.</li> </ul>
Volunteer Register	<p>Please complete daily. This helps us to check expected attendance against actual attendance. It gives you the chance to make notes i.e. arrived on time, engaged well with young people etc.</p>
Expenses Form	<p>Volunteers are able to claim reasonable expenses incurred in getting to and from the placement i.e. bus fares (tickets submitted with claim) or car mileage allowance.</p> <p>Each form should be signed by the volunteer and a senior member of staff.</p>
Feedback Form	<p>Please prompt each volunteer to complete a feedback form to help us improve. They can do this:</p> <ul style="list-style-type: none"> <li>• on the last day of their attendance and hand it to scheme staff</li> <li>• after they finish via email</li> </ul>
Volunteer Appraisal Form	<p>This should be completed by a senior member of scheme staff with the volunteer <u>during and at the end</u> of the scheme.</p> <p>This information is helpful in:</p> <ul style="list-style-type: none"> <li>• Providing ongoing feedback to volunteers;</li> <li>• Provide a reference for a volunteer in the future;</li> <li>• When identifying suitable volunteers to employ in the future.</li> </ul>
<p><b>FORMS CAN BE HANDED TO THE CO-ORDINATOR OR RETURNED TO THE OFFICE IN THE LEADER BOXES.</b></p>	