



## One Voice Cornwall Safer Recruitment Policy

One Voice Safer Recruitment Policy
Version 1
April 2024
Author Nicola Medicott

Subject to meeting mandatory requirements, all volunteers are welcome. We particularly welcome volunteers from minority groups.

This policy details our procedures and will be applied, as appropriate, to help each volunteer find the role he/she would most enjoy, and which will enable him/her to contribute most to our work.

That may range from a substantial time commitment and a requirement for professional qualifications and in-depth experience, to simply a willingness to join in and help out.

### Recruitment

All potential volunteers will be interviewed. We follow safer recruitment practices in that we:

- Inform candidates of our commitment to safeguarding those in our care.
- Plan our recruitment timeline to ensure we have enough time to carry out any necessary checks for each candidate.
- Ensure volunteers are appropriately trained for their duties.

If working in a professional capacity, you must have up-to-date relevant training and undertake refresher training every 2 years.

### Induction

- Checks and administration, including policies and procedures.
  - Induction into our safeguarding procedures and:
    - If applicable, relevant DBS checks and any safeguarding training required.
  - Relevant identity and right to work checks.
- Welcome and induction into our work, by a team member.
- Ongoing support and mentoring, and refresher training, as required.

### Selection

#### Mandatory Requirements

- A commitment to our work.
- A desire to help and be kind to others.
- Sufficient time/flexibility to be able to carry out his/her role.
- Where a role specifically requires professional qualifications, experience or accreditation, or other requirement, such as a licence to practice.

Those overseeing activities must undertake any necessary training in order to do so. This **may** include:

- **First Aid.** Must hold Emergency First Aid at Work (EFAW) and, ideally, First Aid At Work qualification and undertake refresher training as necessary.
- **H&SW.** A minimum of IOSH Working Safely or NEBOSH Safety Simplified and, ideally, IOSH Managing Safely, or similar qualification.

We will provide or provide access to any relevant training and refresher training.

## Desirable Skills and Experience

- Ability to be flexible and attend rehearsals / meetings regularly
- Where relevant, professional qualifications or experience.
- Ability to work independently and as part of a team (practice between sessions)
- Good interpersonal skills. Willingness to support and encourage others
- A commitment to equality and diversity
- A willingness to contribute to the team and to ask questions / make contributions positively.

## Exceptions

We welcome anyone who wishes to volunteer to help us but there are some circumstances where this may not be possible. For example:

- You must have the right to work in the UK and for some visitors to the UK (on visas), asylum seekers and refugees this may not always be the case, or.
- The role you would like may require experience or professional skills you don't have, and for some roles, there may be specific legal requirements that we must meet.

We should stress that there are only a few occasions when this might apply, and we will always do our best to find a way to welcome you into our charity.

## Regulatory Guidance

[Charity Commission](#): How to manage your charity's volunteers.

[Fundraising Regulator](#): Volunteers.

[Health & Safety Executive](#): Volunteering – how to manage the risks.

Gov.UK - [DBS checks: guidance for employers](#).