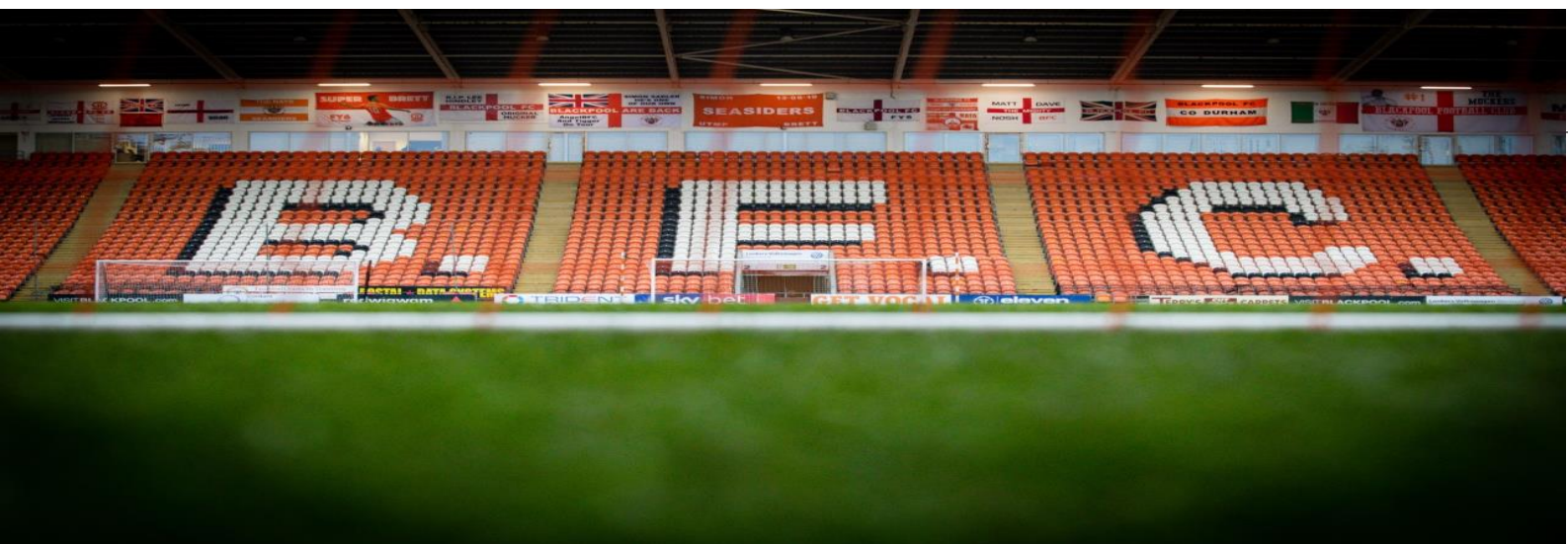


# Volunteer Recruitment Policy

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## **Blackpool Football Club & Academy Volunteer Policy**

### **Recruitment:**

We will use appropriate means to advertise for volunteers locally that take into account the principles of our Equal Opportunities and Diversity Policies. The applicant will have to complete an YD2 form, but help can be given with this if necessary. The applicant will be interviewed by the Head of Academy or Head of Department, or a combination of both and if this is successful the two references asked for will be taken up.

A criminal records check with the Criminal Records Bureau will be made (*if relevant*) for every volunteer.

### **Induction and Training:**

There will be an induction prepared and delivered by the Head of Department or Admin Officer. This induction will include:

- The role of the volunteer
- A list of all staff members and volunteers
- Copies of all the relevant policies including this Volunteer policy and those, Confidentiality, Health and Safety, Equal Opportunities and Diversity
- Essential procedures i.e. timekeeping, rota etc.
- Induction training and details of on going training
- Information about the relevant Code of Practice
- DBS Check
- Other information as appropriate.

There will be a trial period of 6 weeks to give the organisation and the volunteer time to discover if they are suited to each other. A review will be made midway through the trial period and also at the end.

**Expenses:**

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All out-of-pocket expenses, if required, will be reimbursed, including expenses for travel. In order to claim expenses, an expenses form must be completed and given to the Head of Academy.

**Support:**

Club & Academy Staff and other volunteers will offer support to the volunteers. There will be a briefing session at the beginning and a de-briefing at the end of each session.

The Club & Academy will support all volunteers and will have regular meetings with the volunteers to discuss any problems or issues that may arise.

**DBS Check**

All volunteers will be subject to a DBS check, this will ensure that all volunteers are appropriate and allowed to work with children and vulnerable adults. The cost of the DBS check for a volunteer is £10 and will be completed by one of the lead safeguarding officers.

Volunteering will not be allowed to begin until this check has been returned and presented to one of the lead safeguarding officers.

**Insurance:**

The organisation has a valid insurance policy which you are advised to read.

**Confidentiality:**

This organisation's process requires an explicit confidentiality policy, which all workers, which includes Management Committee, volunteers and staff, are obliged to observe

**Resolving Problems:**

The relationship between the organisation and its volunteer workers is entirely

voluntary and does not imply any contract. However, it is important that the organisation is able to maintain its agreed standards of service to the clients who use it, and it is also important that volunteers should enjoy making their contribution to this service.

If your role as a volunteer does not meet with the organisation's standards, here is how it will be dealt with:

1. Initially with a meeting with the Head of Department who will explain the concerns.
2. If this does not resolve the concern then a meeting with the Head of Coaching and Operations will be convened.
3. If your work still does not meet with our standards then we shall have to stop using your services.

At all times you will be able to freely state your case and can have a friend to accompany you.

If you are dissatisfied with any aspect of your work you should:

1. Initially explain your dissatisfaction with the Head of Coaching and Operations.
2. If that does not resolve the concern then a meeting with the Head of Academy.
3. If that does not resolve the issue then a formal meeting with the Club Secretary.
4. If after this, your dissatisfaction remains unresolved, and we are unable to resolve your grievance, then it would be inappropriate for you to continue to be a volunteer.

At all times you will be freely able to state your case and can have a friend to accompany you.

This Volunteer policy is freely accessible to all. It will be reviewed on a yearly basis to adapt or improve it.