



Guidance Notes for Volunteer Applicants

CRI recognises the value of volunteers involved in CRI projects and believes that volunteers should be given clear guidelines about their rights, roles and responsibilities. Relevant policies and procedures will be provided to volunteers at induction. This document sets out the general minimum standards of involvement of volunteers with CRI.

Recruitment Process:

1. Satisfactory completion of the application pack including a *criminal record check and supplying two references. Successful applicants will then be invited to an informal interview or where a group is being recruited they will be invited to attend the induction training and assessment course.
2. Initial training is delivered over a minimum of 12 hours. If there is a group of recruits this will be delivered in a training setting and will cover the core elements of the project and prepare volunteers for the issues they may face when working with the client group. If individual volunteers are being recruited this training may be delivered on a one-to-one basis by project staff as part of a formal induction process. The induction training is designed to assess volunteers working on their own and how they can inspire confidence and trust in clients.
3. An informal evaluation/interview will follow this induction training to give feedback on how the applicant has managed throughout the induction process and to go through the application form, *criminal record check and references.

Equal Opportunitites:

Diversity in volunteering ensures that CRI represents the communities it serves. The recruitment of all volunteers will operate within the principles of CRI's Equal Opportunities Policy. CRI will provide:

- Full copies of the statement to all volunteers
- Training on equal opportunitites and anti discriminatory practice to all staff paid and unpaid.

Failure to comply with the Equal Opportunities Policy will result in disciplinary action.

Insurance:

CRI will provide relevant insurance cover for all volunteers. Volunteers are covered by CRI's Public Employers Combined Liability Insurance.

Training Opportunities:

CRI has developed considerable expertise in supporting and training its voluntary workforce.

- All volunteers have access to an accredited training programme through the Open College Network (OCN), which enables them to obtain accreditation for their voluntary work and training equivalent to NVQ levels 2 and 3.
- Volunteers also have access to internal staff training and specialist training relating specifically to the respective client groups.

Support:

CRI recognises the need for ongoing support and supervision. Provision will be made for regular group or individual supervision.

Expenses:

CRI will pay all reasonable expenses incurred when working with projects including travel and mileage allowance at the volunteer rate.

Confidentiality:

The nature of the work undertaken by CRI projects allows volunteers access to privileged and/or sensitive information about the client and/or other agencies. Volunteers must sign a confidentiality agreement to ensure that they understand that information about the client is confidential and must not be shared with anyone outside the CRI project and its partner agencies.

***Criminal Record Checks:**

Prospective volunteers will be asked to complete a form of consent for CRI to request a check by the Police into any previous convictions/cautions. (This post is exempt from the Rehabilitation of Offenders Act 1974) The existence of convictions/cautions would not necessarily preclude voluntary work for CRI.

Ex-offenders and/or people who have a history of substance misuse would be welcome as volunteers providing:-

- The particular offence does not preclude them completely from work of this nature
- A reasonable time has elapsed since their last offence and/or recovery – where possible this should be not less than 18 months at least 12 of which should be ‘in the community’.
- They have the required skills, commitment and ability to work with the described role.

Volunteers will be required to be 21 years or over. Exceptions, particularly in the case of peer mentoring, can be made via the authority of the Management Group.