### Safe recruitment of volunteers: Get Set to Go checklist example

**Safe recruitment of staff and volunteers is not just about DBS (Disclosure and Barring Service) checking. A DBS may form one part of your safer recruitment practices.**

The following checklist was created to help local Minds safely recruit volunteers for their Get Set to Go programme

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| **Task** | **Completed** |
| Write a clear role description (what tasks the volunteer will do) and a role profile (what skills the person will be expected to have). This will help you to determine whether the post is regulated and is subject to a DBS check. |[ ]
| Use an application form to assess the volunteer’s suitability for the role. This makes it easier to compare the experience of potential volunteers and helps you to collate the important information you need to ask. |[ ]
| Make it clear that your local organisation has a commitment to safeguarding and protecting vulnerable people. This should be included in the volunteer pack. |[ ]
| Conduct a face-to-face interview with pre-planned and clear questions. |[ ]
| Include a question on the application form and during interview about whether the applicant has any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with vulnerable adults. | [ ]  |
| Check the volunteer’s identity by asking them to bring photographic ID such as a photo driving license or passport. |[ ]
| Check that the volunteer holds any relevant qualifications they say they have by asking them to bring the certificates with them to interview – for example: sports coaching qualifications, first aid certificates etc. |[ ]
| Take up a minimum of two references. These should be from a previous employer, volunteer manager or from a school/college/ university tutor. Ask specifically about a person’s suitability to work with vulnerable adults. |[ ]
| Provide a copy of your organisation’s safeguarding procedures and employee/ volunteer code of conduct (what is and is not acceptable behaviour in relation to working with vulnerable adults), and ask them to sign when they have read it. |[ ]
| Agree who will line manage the volunteer and agree the boundaries for their role |[ ]
| It may be your organisation’s standard policy to apply for a DBS check, or you may deem the work of the volunteer to be ‘regulated activity’ – in which case you will need to apply for a DBS check. Read the [DBS eligibility guidance](https://www.gov.uk/government/collections/dbs-eligibility-guidance) for further information. Alternatively ask the volunteer to complete a self-disclosure form. | [ ]  |
| Safeguarding vulnerable adults training should be provided to the volunteer before they start volunteering with you. If you have any concerns about a volunteer’s suitability to volunteer with vulnerable people you have a duty to follow this up with additional training or checks as required. |[ ]

#### Additional Guidance

* [UK government DBS eligibility guidance](https://www.gov.uk/government/collections/dbs-eligibility-guidance). Includes an eligibility tool to find out which roles or activities could be eligible for a basic, standard or enhanced DBS check.
* [NCVO KnowHow Safer Recruitment of Volunteers guidance](https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/safeguarding-for-volunteer-managers/safer-recruitment-of-volunteers). Includes a link to the NSPCC Safer Recruitment guidance for organisations working with children.

