



## ***SGSS02***

### ***Volunteering Policy & Procedures***

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Volunteering is more than delivering a task without payment.  
It's about giving the gift of your time, talent and skills.

## Introduction

Safeguarding children and vulnerable adults is everybody's responsibility. Nowhere is this more important than in the recruitment and vetting of people who have contact with the sangat members. Volunteers are seen as safe and trustworthy adults and therefore it is vital that the Gurdwara adopts a robust recruitment and vetting procedures for volunteers that minimise the risk of using a volunteer who might abuse sangat members or is otherwise unsuited to work with them.

## Recruiting Volunteers

Volunteers fall into four categories and this document provides guidance on the process which should be followed:

1. Individuals not known to the Sri Guru Singh Sabha Hounslow (SGSS Hounslow)
  - a. If SGSS Hounslow is actively seeking sevadars and is considering candidates about whom it has little or no recent knowledge, it should adopt the same recruitment measures as it would for paid staff.
2. Individuals known to the SGSS Hounslow
  - a. If a volunteering sevadar is well known to SGSS Hounslow to take on a particular role, a streamlined procedure can be adopted:
    - i. Seeking references;
    - ii. Checking to ensure others in the community that they know of no concerns and can make a positive recommendation;
    - iii. Conducting an informal interview to gauge the persons aptitude and suitability;
    - iv. Undertaking a Disclosure & Barring Check (where applicable).
    - v. Ensuring that the individual has a legal right to live and work in the UK (Asylum & Immigration check)
3. One off sevadar(s)
  - a. In circumstances where a sevadar's role will be 'one off' – e.g. helping at an event, the measures shown above will not be necessary provided that the person is not to be left alone/unsupervised in charge of the sangat members.
4. Volunteers recruited by other organisations
  - a. Where volunteers recruited by another organisation work, eg sports coaches from a local club, the school should obtain assurances, in the form of written confirmation from that organisation that the volunteer has undergone the appropriate clearance checks.

## Vetting

Application Form - All volunteers should be required to fill in an application form in order to obtain basic information about the individual.

Verification of Identity - It is important to be sure that the person is who they claim to be, SGSS Hounslow must see proof of identity, which should include photographic proof and proof of address.

## DBS Check

All unsupervised sevadars, other than where specified must undergo a DBS check prior to commencement.

It is important not to rely solely on a DBS check to screen out unsuitable volunteers. This is an essential safeguard, but will only pick out those abusers who have been convicted or come to the attention of the Police.

## References

Two specific references should be sought for a sevadar, by SGSS Hounslow. Reference enquiries should include a request for a specific statement about whether the referee knows of any reason why the person might be unsuitable for work relating to children and vulnerable adults; if so details of those concerns. Under no circumstances should a reference from a relative be accepted.

## Rehabilitation of Offenders Act 1974

All sevadars requiring a DBS Check will be informed that the Rehabilitation of Offenders Act 1974 is not applicable to them and will be asked to detail any convictions or cautions on their application form, even if these would in other circumstances be considered spent.

## Record Keeping

SGSS Hounslow must include details of checks made on volunteers in their single central record.

## Post Appointment

### Induction

There should be an induction programme for all volunteers; the purpose of induction is to:

1. Provide training and information about SGSS Hounslow policies and procedures;
2. Support individuals in a way that is appropriate for their role in the SGSS Hounslow;
3. Provide opportunities for the volunteer to discuss issues or concerns about the role;
4. Enable SGSS Hounslow to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

### Health and Safety

SGSS Hounslow have a duty of care to avoid exposing volunteers to risks to their health and safety. Senior staff should ensure that volunteers are made aware of the SGSS Hounslow's health and safety policy and practical safety issues as part of their induction.

### Grievance and Disciplinary

There should be a clear procedure in place to deal with complaints by or about volunteers. These procedures should be separate to the procedures for paid staff to maintain a distinctiveness between staff and volunteers.

### Confidentiality

Volunteers should be bound by the same requirements for confidentiality as paid staff and SGSS Hounslow must ensure that this is explicit when using volunteers.

### Expenses

SGSS Hounslow can choose to pay reasonable expenses to volunteers; these must only be out of pocket expenses e.g. travel for which receipts must be provided, approved purchases, etc.



## Volunteer Application Form

Application form for voluntary workers with children and/or vulnerable adults who may be at risk of abuse or neglect.

**Application for the post of:** .....

**Full Name:** .....

**Date of Birth:** ..... **Former Name:** .....

**Home Address:** .....

..... **Post Code:** .....

**Telephone No(s)** ..... **(M)** ..... **(L)** .....

**How long have you lived at the above address:** .....

**If less than 12months, previous address:** .....

..... **Post Code:** .....

**Place of Worship attended:** .....

**Name of Faith leader:** .....

**Relevant Qualifications/Training:** .....

**Please provide 2 referees, one of which must be current/previous employer/place of worship**

**Name:**

**Address:**

**Post Code:**

**Tel:**

**Previous experience of working with children or adults experiencing, or at risk of abuse or neglect – continue overleaf if necessary:**

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**Signed:** ..... **Date:** .....