



The Monday Night Club
The Lodge, Dingle Road, Leigh
Worcester WR6 5JX
Tel: 07973788029

www.themondaynightclub.org.uk
Registered charity number 1160646

RECRUITMENT AND TRAINING OF VOLUNTEERS PROCEDURE

Recruitment

Pre-selection checks must include the following:

- All volunteers should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Two confidential references must be given, including one regarding previous work with vulnerable persons. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving license with photo).

Interview and induction

All volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations. All volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full.
- The job requirements and responsibilities should be clarified.
- Confidentiality, Safeguarding, and Accident and Emergency policies and procedures are explained and training needs are identified.

The Monday Night Club recognises that anyone may have the potential to abuse a person in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children and vulnerable adults.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by any person.
- Work safely and effectively with all members.

The Monday Night Club volunteers are encouraged, and helped, to complete recognised awareness training on Safeguarding and in Emergency First Aid.

Volunteers will receive advisory information outlining good practice and informing them about what to do if they have concerns about the behavior of an adult towards a vulnerable person.

Name:.....

Signed:.....

Date:.....