



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

[www.themondaynightclub.org.uk](http://www.themondaynightclub.org.uk)  
Registered charity number 1160646

## **RECRUITMENT AND TRAINING OF VOLUNTEERS PROCEDURE**

### **Recruitment**

Pre-selection checks must include the following:

- All volunteers must 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 licence with photo).

### **Interview and induction**

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

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

The Monday Night Club recognise 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 behaviour of an adult towards a vulnerable person.

Name:.....

Signed:.....

Date:.....