

## **VOLUNTEER RECRUITMENT & SELECTION POLICY**

**Approved by Trustees: Reviewed on 01/10/2026**

**Review date: 01/10/2027**

### **1. Purpose**

V-Aid aims to provide volunteering opportunities that are welcoming, inclusive, safe and appropriate to the activity being undertaken.

This policy sets out how V-Aid recruits and selects volunteers while avoiding unnecessary barriers to participation.

Recruitment and selection will be proportionate to the role, level of responsibility and setting involved.

### **2. Our approach**

V-Aid welcomes volunteers from a wide range of backgrounds and communities.

This may include:

- members of the wider community;
- veterans;
- refugees and people seeking asylum;
- people involved with or leaving the criminal justice system;
- people supported through women's or domestic-abuse services;
- people with disabilities or additional support needs;
- people experiencing isolation, hardship or other forms of disadvantage;
- students and young people where appropriate;
- people who have themselves previously received support.

People will be considered for volunteering opportunities according to their suitability for the activity rather than assumptions based on their background.

### **3. Proportionate recruitment**

Not all volunteering opportunities require the same recruitment process.

For example, someone attending a supervised one-off Community Humanitarian Response activity may require only an introduction, briefing and appropriate supervision.

A person taking on an ongoing role, working independently, handling sensitive information or supporting other volunteers may require a more detailed selection process.

Depending on the role, recruitment may include:

- an expression of interest;
- an informal discussion;
- an application form;
- confirmation from a referring partner organisation;
- references;
- identity checks;
- qualification or experience checks;
- safeguarding checks;
- Disclosure and Barring Service checks where the role is legally eligible for them;
- induction or role-specific training.

V-Aid will use only those checks that are appropriate to the particular role.

### **4. Recruitment through partner organisations**

Many V-Aid volunteering opportunities take place through trusted partner organisations.

These may include community organisations, veterans' services, refugee and asylum-seeker organisations, women's services, justice organisations, community centres, schools or colleges, faith groups and other voluntary or statutory organisations.

Where appropriate, V-Aid may work with the partner organisation to identify suitable participants and understand any support needs relevant to the activity.

The partner organisation may already know the individual and understand their circumstances.

V-Aid will respect the expertise of partner organisations while retaining responsibility for deciding whether an individual is suitable for a particular V-Aid role.

## 5. Selection

Selection will take account of factors relevant to the role, which may include:

- willingness to participate and support others;
- ability to undertake the activity safely;
- reliability where the role requires regular attendance;
- communication and teamwork;
- relevant experience or qualifications where required;
- ability to follow instructions and organisational procedures;
- suitability for any additional responsibility involved;
- safeguarding or safety considerations.

V-Aid does not expect every volunteer to arrive with previous experience.

Where appropriate, training and support may be provided to enable someone to participate or progress.

## 6. Equality and accessibility

Recruitment and selection will be carried out fairly and without unlawful discrimination.

V-Aid will seek to remove unnecessary barriers to volunteering.

This may include, where appropriate:

- accessible information;
- alternative formats;
- language support;
- reasonable adjustments;
- informal rather than formal recruitment processes;
- support from partner organisations;
- additional induction or supervision;
- adapting roles where practical.

Where an individual is not suitable for one role, V-Aid may consider whether another suitable volunteering opportunity is available.

## 7. Safeguarding and DBS checks

Safeguarding considerations will form part of recruitment where relevant.

Not every V-Aid volunteering role requires a DBS check.

DBS checks will only be requested where the duties of the particular role make the individual legally eligible for the relevant level of check.

The level of checking will depend on factors such as:

- whether the role involves children or adults at risk;
- whether contact is supervised or unsupervised;
- the level of responsibility involved;
- the nature of the activity;
- applicable legal requirements.

V-Aid will follow its Safeguarding Policy when deciding what checks or safeguards are appropriate.

## **8. Refugees and people seeking asylum**

V-Aid welcomes refugees and people seeking asylum into genuine volunteering opportunities where appropriate.

A genuine volunteer role is different from paid employment.

People seeking asylum can undertake genuine volunteering with a charity without needing permission to work, provided the arrangement remains genuinely voluntary and does not amount to unpaid employment or job substitution.

V-Aid will therefore ensure that:

- volunteering is freely chosen;
- there is no contractual obligation to work;
- volunteers are not paid for their time;
- only reasonable genuine expenses are reimbursed;
- volunteering does not replace a role that should properly be paid.

Where a person later moves into paid work or a paid sessional role, the appropriate right-to-work requirements will apply separately.

## **9. Young volunteers**

Where V-Aid provides opportunities for children or young people, recruitment and selection arrangements will reflect:

- their age;
- the activity;
- supervision requirements;
- safeguarding arrangements;
- the requirements of the host organisation;
- any relevant parental or organisational permissions.

V-Aid will work with schools, cadet organisations or other youth organisations where appropriate rather than creating unnecessary parallel procedures.

## **10. Volunteer Leads and higher-responsibility roles**

Volunteer Leads and other volunteers taking additional responsibility may require a more detailed selection process.

This may include:

- discussion or interview;
- references;
- evidence of relevant experience;
- additional safeguarding consideration;
- relevant DBS checks where legally eligible;
- training or assessment;
- a period of supervised experience.

Suitability for a Volunteer Lead role will depend on the activity and setting rather than simply length of service.

V-Aid may particularly value individuals who understand the community or environment in which they will be supporting others.

## **11. Qualifications and training**

Some volunteer roles may require particular skills, qualifications or training.

Where this is essential, V-Aid will make this clear.

Where practical, V-Aid may provide or arrange suitable training rather than excluding someone who could reasonably develop the required skills.

Training requirements will be proportionate to the role.

## **12. Unsuitable roles or applications**

There may be occasions where V-Aid decides that a particular person is not suitable for a particular volunteering role.

Reasons may include:

- safeguarding concerns;
- inability to undertake essential duties safely;
- conduct inconsistent with V-Aid's values or policies;
- lack of a legally required qualification or licence;
- inability to meet essential requirements of the role;
- risks that cannot reasonably be managed.

Where practical, V-Aid will consider whether an alternative role or additional support may make participation possible.

V-Aid is not obliged to offer or continue a volunteering opportunity where it would be unsafe or inappropriate to do so.

## **13. Information and confidentiality**

Information collected during volunteer recruitment will be limited to what is reasonably necessary for the role.

Personal information will be stored and handled in accordance with V-Aid's Data Protection Policy.

Sensitive information will only be shared where necessary and appropriate.

## **14. Appointment and induction**

Once a volunteer has been accepted for a role, they will receive an induction or briefing appropriate to the activity.

This may include:

- introduction to V-Aid;
- explanation of the volunteer role;
- safeguarding;
- health and safety;
- food hygiene or allergen awareness where relevant;
- confidentiality;
- expected standards of behaviour;
- relevant host-organisation procedures;
- information about support and supervision.

A one-off supervised activity may require a shorter briefing than an ongoing or leadership role.

## **15. Review**

Recruitment and selection arrangements will be reviewed periodically to ensure they remain:

- fair;
- proportionate;
- accessible;
- appropriate to V-Aid's activities;
- consistent with safeguarding and legal requirements.

This policy will be reviewed at least annually or earlier where significant changes make this appropriate.

## 16. Related policies

This policy should be read alongside relevant V-Aid policies and procedures, including:

- Volunteer Policy;
- Safeguarding Policy;
- Equal Opportunities Policy;
- Data Protection Policy;
- Health & Safety arrangements;
- relevant role descriptions and activity procedures.

## Trustee approval

**Approved by the Board of Trustees on:** 01/10/2026

**Signed on behalf of the Trustees:**

A handwritten signature in black ink, appearing to read 'Christin Lau', written over a horizontal line.

**Name:** Christin Lau

**Review date:** 01/10/2027