

OA Reablement service	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	✓	✓	✓	✓	✓

V2

VOLUNTEER / WORK PLACEMENT

POLICY

To ensure the recruitment and selection of volunteers / work placements is conducted in a way that safeguards individuals.

PROCEDURE

1. On receiving an enquiry regarding volunteering or a work placement, the manager / supervisor / volunteer co-ordinator should supply information about the services provided and invite the prospective volunteer / student to complete an application form (see appendix 1).
2. On receipt of the completed application form, an interview will be arranged and satisfactory references and CRB checks will be requested before the volunteer commences. For a reference request cover letter and standard reference form (see appendix 2).
3. For a student work placement, references or a letter of support will be required (the reference cover letter can be adapted to fit your service). Following approval a start date should be arranged with the volunteer / student.
4. On commencement the volunteer / student should be introduced to the service users and staff.
5. Complete the Cumbria County Council Day One Health and Safety Induction Form with the volunteer / student. Complete the staff personal details form in the policies and procedures manual S4.
6. The following must be discussed on day one, as per the Cumbria Care Induction procedure:
 - Tour of the building
 - Personal hygiene
 - Personal possessions
 - Parking / travel / driving
 - Telephones
 - Fire drill / fire alarms / fire exits
 - Smoking policy
 - Key pads / keys
 - Material / equipment
 - Lifts
 - Confidentiality
 - Accident / incident reporting

Date	03/05/12	27/11/18						Issue date
Amendment	1	2						01/04/06 P&P

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V2

- Policies and Procedures
- If under 18 years of age, a young person's risk assessment is needed.
- **Appropriate training relevant to the service**

7. Explain that Cumbria County Council has personal liability insurance.
8. Assign a mentor to each volunteer / student.
9. The volunteer / student should receive regular mentoring and support.
10. The volunteer / work placement can be terminated at any time should they not up hold all relevant policies and procedures of both Cumbria County Council and Cumbria Care.

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