



RECRUITMENT, MANAGEMENT AND DEVELOPMENT OF HELPERS/VOLUNTEERS POLICY,

Purbeck Youth & Community Foundation

This policy applies to the recruitment, management and development of all helpers and volunteers working with **PYCF**

Where helpers and volunteers are going to work with children, young people or vulnerable adults we will follow the five 'safer recruitment' steps outlined in Recruitment Procedures and we will apply our Disclosure and Barring Policy and Procedures

The purpose of this policy:

- Is to ensure that PYCF enables helpers and volunteers to make an effective contribution to the work of the club and to enable helpers/volunteers to gain knowledge and skills. This will be done by:
 - Being clear about the role **PYCF** wants each helper/volunteer to undertake
 - Attracting helpers/volunteers who will make a positive difference to the club
 - Managing helpers/volunteers so that they contribute effectively to the club and learn while doing it
 - Organising training and development opportunities for helpers/volunteers so that they are able to develop their skills and knowledge
 - Reviewing the current and future needs of the club to ensure that it has the necessary skills mix to maintain and grow the club, for example succession planning (identifying and developing future helpers and volunteers to fill any roles in the future)
 - Ensuring that procedures are kept up to date by regularly reviewing them.

Sign Off on Policy

Name: Joyce Spiller

Position: Trustee

Signed: Joyce Spiller

Dated: January 2020

We are committed to reviewing our policy and procedures annually.

This policy was last reviewed on:

..... (Date)