

## VCS VOLUNTEER PATHWAY

STEPS	ACTIONS	EVIDE
1. EXPRESSION OF INTEREST (EOI)	Teams to check daily	
2. FIRST CONTACT/ FOLLOW-UP	Discuss enquiry: roles, processes and training	Happy <ul style="list-style-type: none"> <li>One to one engagement</li> <li>Initial contact</li> <li>Key worker</li> <li>Tick confidential box</li> </ul>
		Not happy <ul style="list-style-type: none"> <li>One to one engagement</li> <li>Initial contact</li> <li>Closed or passed onto another project</li> <li><b>DO NOT</b> tick confidential box</li> </ul>
3. APPLICATION FORM	<ul style="list-style-type: none"> <li>Send link from Microsoft Forms (includes Volunteer Agreement)</li> <li>Send Volunteer role Description</li> </ul>	<ul style="list-style-type: none"> <li>Check replies &amp; upload</li> <li>If signed, tick 'code of conduct'</li> </ul>
4. REFERENCES	<ul style="list-style-type: none"> <li>Send off reference requests via email</li> </ul>	<ul style="list-style-type: none"> <li>Check replies &amp; upload</li> </ul>
5. INTERVIEWS	Use interview form to take notes	Upload interview notes
6. TRAINING	<ul style="list-style-type: none"> <li>Confirm training date &amp; include:               <ol style="list-style-type: none"> <li>VCS Induction/role-specific training</li> <li>Key P&amp;P (e.g. safeguarding)</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Close on Evide if NOT accepted on the programme</li> </ul>
7. DBS OR VETTING	<ul style="list-style-type: none"> <li>Check DBS Policy for new volunteers: Teams/P&amp;P/DBS</li> <li>Include photo and current address</li> </ul>	
8. VCS VOLUNTEER HANDBOOK	<ul style="list-style-type: none"> <li>Send VCS Handbook</li> <li>Send role-specific role if applicable</li> </ul>	
9. HEALTH QUESTIONNAIRE	Send electronic form	Check & upload on Evide
10. ADDITIONAL FORMS	If needed, send: <ul style="list-style-type: none"> <li>Explicit 3<sup>rd</sup> party form</li> <li>Third reference form</li> </ul>	
11. PHOTO FOR ID	Get photo for ID badge if needed	
12. DRIVING FORM & INSURANCE	Check form and record insurance/MOT details if needed	
13. MATCHING	Introduce volunteer to client/team	
14. POST-MATCHING	Send matching/placement letter & volunteer expenses form	
15. SUPERVISION & SUPPORT	To be agreed on project/role specific basis	
16. EXIT INTERVIEWS	Send notes asap (before volunteer leaves the service)	