

# Associate/Volunteer Selection Policy

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Formal selection process for paid staff, will be carried out in accordance with our Equality and Diversity Policy.

Volunteers will be given an informal interview and offered a Workshop Taster Session prior to acceptance.

Two references will be sought, and the individual will only be allowed to commence regular work or volunteering when these have been returned. In the case of new volunteers, workshop leaders shall be consulted following the Taster Session / initial interview, about the needs of the group and the individual's suitability to fulfil this role.

The following paperwork will be forwarded to the individual by e-mail and/or as a hard copy before they commence regular work or volunteering:

Registration form, Freewheelers Induction Handbook.

If required, an appointment will be made for the individual to undergo a DBS check, and they will be informed of duties that should not be carried out prior to providing a satisfactory DBS certificate.

A full face-to-face induction will be scheduled to take place as soon as possible and within one month.

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END OF POLICY

Next review Jul 2020

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