

Redbourn Care Group

Charity No 297955



Policy

Volunteer Recruitment Process

Policy Statement

Redbourn Care Group (RCG) is committed to the fair treatment of its volunteers, potential volunteers or users of its service, regardless of age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or having a child, disability, race including colour, nationality, ethnic or national origin, religion, belief or lack of religion/belief, sex, and sexual orientation. We actively promote equality of opportunity for all and welcome applications from a wide range of potential volunteers.

Any person over the age of 18 (unless under direct and appropriate supervision of a responsible person), living in the village of Redbourn and the immediate vicinity, is welcome to apply for voluntary positions with the RCG.

Prospective volunteers (also known as members) will complete an application form. After review of the application, they will be interviewed by two members of the group, to establish their capability for the role(s) they wish to apply for. In addition, two references will be requested. We reserve the right to refuse offers of volunteer help if the volunteer does not demonstrate the capabilities for the role they may be required to carry out. All members are required to have Disclosure and Barring Service (DBS) checks to assess their suitability for positions of trust.

We will not unfairly discriminate against any subject of a disclosure on the basis of conviction or other information revealed and will meet any legal requirements. Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the position sought and the circumstances and background of the offences. All those in RCG who are involved in the recruitment process will fairly identify and assess the relevance and circumstances of the offence. In these circumstances, we encourage all applicants to provide details of any criminal record at an early stage in the application process. This information should be sent under separate, confidential cover, to our nominated RCG trustee and we guarantee that this information is seen only by those who need to see it as part of the recruitment process. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to refusal to accept the applicant for membership of RCG, or dismissal if membership has already begun. We undertake to discuss any matter revealed in a Disclosure with the applicant before deciding if they are still suitable.

We aim to provide members with training in meeting the needs of our service recipients (clients), including health and safety, and disability awareness, and provide them with information about our Policies including those on Fairness, Equality and Safeguarding. We are covered by the Health and Safety Policy of the Village Hall for the office premises we use.

This policy will be subject to review at intervals of two years.
Policy approved and adopted by all Trustees: April 2019.



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