

Therapy Dogs Nationwide

Volunteer Recruitment & Selection Policy

Subject to meeting mandatory requirements, all volunteers are welcome.

This policy details our procedures and will be applied, as appropriate, to help each volunteer find the role he/she/they would most enjoy, and which will enable him/her/them to contribute most to our work.

That may range from a substantial time commitment and a requirement for professional qualifications and in-depth experience, to simply a willingness to join in and help out.

Promotion

Ways in which people can be made aware include promotion:

- Via websites, such as fundraisers, local community groups and foundations.
- Social media – either groups relevant to our activity, or local town/village/community groups.
- Posters in village/town, churches or mosques, doctors' surgeries and shops.
- Through networks of those who come into contact with potential beneficiaries, such as relevant statutory services and charities.

For some groups, we may provide information a different way, such as an additional language, or to make these accessible to people who have disabilities.

Recruitment

- Inform candidates of our commitment to safeguarding those in our care.
- Plan our recruitment timeline to ensure we have enough time to vet each candidate.
- Explain that volunteers have to undergo strict vetting procedures before appointment.
- Carry out pre-employment checks, qualification checks, reference checks and identity checks.
- Ensure volunteers are appropriately supported for their duties.

Induction

- Checks and administration, including policies and procedures.
- Welcome and induction into our charity, by a team member.
- Welcome and induction and/or on-the-job training for their role.
- Ongoing support and mentoring, and refresher training, as required.

Selection

- A commitment to our work.
- A desire to help and be kind to others.
- Sufficient time/flexibility to be able to carry out his/her/their role.
- Where a role specifically requires professional qualifications, experience or accreditation, or other requirement, such as a licence to practice.
- Knowledge of, or experience of working in a charity, or role relating to your volunteering role.
- Relevant professional qualifications or experience.
- Ability to work independently and as part of a team.
- Strong interpersonal and people management skills.
- Good verbal communicator, able to get on well with people and to ask questions positively.

Exceptions

We welcome anyone who wishes to volunteer to help us but there are some circumstances where this may not be possible. For example:

- The role you would like may require experience or professional skills you don't have, and for some roles, there may be specific legal requirements that we must meet.

We should stress that there are only a few occasions when this might apply, and we will always do our best to find a way to welcome you into our charity.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	Sept 23	Initial draft approved	Annually