

VOLUNTEER CENTRE WALTHAM FOREST

Healthcheck Questionnaire

Name of Organisation

Address

Contact person

Position

Phone

Email

Core activity of organisation

No. of staff (full time equivalent)

No. of active volunteers

How long has the organisation/project been established

Date of healthcheck

Dates for follow up

The role of volunteers within the organisation

Do you have a volunteer policy?

Y	N	Further action	Info/support requested	Info/support provided

Do other policies of the organisation include volunteers?

Policy	Y	N	Further action	Info/support requested	Info/support provided
Diversity					
Health & Safety					
Confidentiality					

Are your volunteers covered by insurance?

Y	N	Further action	Info/support requested	Info/support provided

Do you have a budget for volunteers? Yes/No

What does this cover?

What is your policy and procedure for payment of volunteer expenses?

	Info/support requested	Info/support provided
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What roles do volunteers undertake?

Role	Written Task Desc.?	Written Person Spec.?	Further action	Info/support requested	Info/support provided

How are new roles created?

Recruitment and selection

How and where do you advertise volunteer opportunities?

How do you ensure that your vacancies are accessible to a wide range of people?

What is your application procedure?

	Yes	No	Further action	Info/support requested	Info/support provided
Application form					
Interview					
References					
CRB checks					

In what ways are you able to meet the needs of volunteers with disabilities?

Do you have an induction process for volunteers? Yes/No

What does it include?

Introduction to staff and volunteers		Expenses	
Task related info and training		Insurance	
Boundaries		Support	
Health and safety (incl accident and emergency)		Rights and responsibilities	
Equal opportunities		Grievance	

Info/support requested	Info/support provided

Is there any obligatory training for volunteers?

Support and Supervision

Who is responsible for the volunteers?

(All roles?)

How do you ensure that other staff are aware of their responsibilities in relation to working with volunteers?

How are volunteers supported and supervised?

	Info/support requested	Info/support provided

How do you ensure that volunteers know what is happening in the organisation as a whole?

How do you provide an opportunity for volunteers to voice their views about your organisation?

How do you show appreciation to your volunteers and give recognition for the work that they do?

Do you have a system of getting feedback from volunteers who leave?

Y	N	Further action	Info/support requested	Info/support provided

Is there anything else the Volunteer Centre can do to support you in your work with volunteers?

Once you've filled in this healthcheck, please return it to: Dick Tapsall, Volunteer Centre Waltham Forest, 806 High Rd, Leyton E10 6AE or email it to: info@volunteercentrewf.org.uk