



Volunteer recruitment policy

1. Scope

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 setting to visit that they would most enjoy, and which will enable them to contribute most to our organisation.

2. Promotion

Ways in which people can be made aware include promotion:

- Via websites, such as *Easyfundraising*, local community groups and foundations.
- Social media – either groups relevant to our activity, or local town/village/community groups.
- Posters in village/town, places of worship, doctors' surgeries and shops.
- Through networks of those who meet 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.

3. Volunteer recruitment

All potential volunteers and dogs will follow the same procedures.

- Inform potential volunteers of our commitment to safeguarding those in our care.
- Explain a timeline of joining us.
- Carry out pre-volunteering checks, including, reference checks and medical checks on dogs.
- Ensure volunteers are appropriately trained for their duties.
- We encourage all volunteers working with young people and vulnerable adults to familiarise themselves with safeguarding regulations.
- Everyone visiting vulnerable adults or children will be supervised by a member of the setting's staff.
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4. Induction

- Be familiar with all policies and procedures on our website
- Induction into our safeguarding procedures and:
- If applicable, relevant DBS/PVG checks and any safeguarding training required by settings.

- Welcome and introduction to the volunteers' group.
- Ongoing support and mentoring.

5. Mandatory Requirements

- A commitment to volunteering.
- A desire to help and be kind to others.
- Sufficient time and flexibility to be able to carry out therapy dog visiting.

6. Desirable Skills and Experience

- Knowledge or experience of working in an organisation or similar role.
- Relevant experience for therapy dog visiting and working with dogs.
- Ability to work independently and as part of a team.
- Strong willingness to help others in vulnerable positions.
- Good verbal communicator, able to get on well with people and to ask questions positively.

7. Exceptions

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

- You must have the right to reside in the UK and for some visitors to the UK (on visas), asylum seekers and refugees this may not always be the case, or.
- Suitable applicants will not be refused because of criminal record information as declare in the Rehabilitation of Offenders Act 1974 or other information declared, where it has no bearing on volunteering with us and no risks have been identified against the role you would be expected to perform as part of volunteering with us.

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 organisation.

8. Review

This policy will be reviewed annually or following a serious incident, whichever comes first.

9. Adopted	1 st September 2026
Review Date:	1 st September 2027
Signed:	Wendy Withington
	Faye Russell
	Maria Cottrell
	Katy Russell
	Michael Withington