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**Volunteering Checklist:**

* Clear role description with agreed time commitment (short, long, flexible), a start/end date and hours.
* Training for volunteers is ready
* Volunteering risk assessment has been completed
* GDPR policy and privacy notice
* Safeguarding policy in place and circulated to all staff and volunteers
	+ Identity checks for new volunteers have been completed
	+ DBS when relevant
* Health and safety requirements are being met
* Public liability insurance
* Complaints policy in place
* Named support contact for volunteers
* Volunteer agreement
* Mechanism for volunteers to take sick leave