

When employing volunteers it is good practice to have certain policies and procedures in place. Can you please state whether you provide the following for your volunteers:

### Appropriate insurance cover

A: Public liability                      Yes                       No

B: Employers liability                      Yes                       No

**Do you carry out risk assessments on all activities before a volunteer takes part?**

Yes                       No

**Do you have a nominated person responsible for training and volunteer / staff development ?**

Yes                       No

**Do you value your volunteers eg certificates, awards ?**

Yes                       No

### Do you have the following written policies?:

Child protection                      Yes                       No

Equal opportunities                      Yes                       No

Health and safety                      Yes                       No

Complaints / Problem solving                      Yes                       No

Volunteering                      Yes                       No

Confidentiality                      Yes                       No

Grievance                      Yes                       No

Food hygiene ( if applicable)                      Yes                       N/A

If you do not have any of the above, would you like any further help or information in developing them. Please tick

I confirm that the details given above are correct and that I am happy for Herefordshire Volunteer Centre to give our organisation's details to potential volunteers.

Signed:.....Date.....

Please print your name:.....

If you do not wish to receive mailings from Herefordshire Voluntary Action and The Voluntary Sector Assembly please tick this box

Please note  
 At no time will we provide any or your details to a third party without your permission. We will never sell or give our mailing list to a third party.  
 Your address and contact name will not be entered on the national volunteering database [www.do-it.org.uk](http://www.do-it.org.uk)