

Youth Work Ireland Laois Policy

Title: Youth Work Ireland Laois Volunteer Policy Statement

Effective Date: 15.03.2021

Youth Work Ireland Laois Form Number:

Version: 2

Total Content: 4 Pages.

Created by: _____ **Dated:** _____

Reviewed by: _____ **Dated:** _____

Approved By: _____ **Dated:** _____

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I have read, understood and agree to abide by policy document:

Youth Work Ireland Laois, Volunteer Policy Statement

Signed:

Date:

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Extract from Policy Document:

Youth Work Ireland Laois Volunteer Policy Statement

It is the policy of Youth Work Ireland Laois to promote the voluntary participation of young people, adult volunteers and a voluntary Board of Management.

This policy will ensure that youth needs are being met through a voluntary response to effect change.

Youth Work Ireland Laois works towards this by:

- Providing a Volunteer Recruitment procedures
- Providing youth club affiliation criteria
- Conducting volunteer needs assessments
- Providing volunteer training
- Organising volunteer recognition events

Extract from Procedures Document:

Youth Work Ireland Laois Recruitment Procedures

For employees:

All paid positions within the Youth Work Ireland Laois will be advertised locally and in some cases nationally using standard advertisement.

- A panel of no more than three representatives will be involved in selection procedure. (To include where possible a Youth Work Ireland Laois Board member.)
- Shortlisted CV's will be distributed to panel.
- Only shortlisted applicants for interview will be notified.
- Conduct interviews.
- Make the decision and create panel.
- Check references (minimum of 2) verbally and written.
- Inform successful candidate.
- Inform unsuccessful interviewees.
- On acceptance of post, temporary letter of offer and Garda Vetting Form issued.
- On return of satisfactory Garda vetting contract will be issued.
- Induction training - introduction to organisational structure, policies, procedures, child protection, youth work practice (this list is not exhaustive) will be provided by the relevant staff. All staff will on completion of induction sign relevant form.

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For volunteers:

- Volunteer contacts Youth Work Ireland Laois.
- Volunteer recruitment forms and Garda Vetting forms are completed.
- Volunteer is informed that Garda Vetting has been returned and if appropriate recruitment to go ahead.
- Temporary engagement pending vetting under supervision.
- Volunteer is recruited and receives induction, child protection training, policies and procedures. All volunteers will on completion of induction sign relevant form.