Volunteer & Helpers Enrolment Flowchart

Choose someone within the group to take responsibility for and enrol new volunteers

Be clear about the role you want the volunteer to have – complete a task description form

All Volunteers, helpers to be provided with task description and to complete an enrolment form.*

Groups may at this stage choose to have a formal interview or informal discussion with the person

Is the person suitable?

NO – Advise Person

YES - Undertake PVG Scheme membership checks, if task involve regulated work

Vetting information received - considered in line with groups equal opportunities policy

Is the person suitable?

NO – Advise person

YES – Person invited for introductory session to meet other group members & discuss their role in the group

* Standard forms are attached at the end of this section for your use