

Stages of Volunteer Engagement

Initial Enquiry

- Individual requests information about volunteering at Bedford Hospital NHS Trust. Name and address is recorded on 'Expression of Interest' form to be invited to Open Morning.

Open Day

- Individual is invited to Open Day. Receives information about opportunities available, person spec, CRB and Occupational Health checks. Offered interview (same week if possible) if they'd like to proceed. Given expression of Interest form to sign for record purposes and details of identification required.

Interview

- Individual attends interview and will have received (at Open Day) details of what to bring including ID, completed CRB and references. Criteria recorded against person spec.

Offer made/declined

- If person spec is met and opportunity available, a letter is sent to the individual within 48 hours if offered a voluntary position. Occupational Health form also sent at this stage.

Induction

- Once clearances have been requested (and OH form returned), individual may be invited to attend induction. No guarantees of placement can be given whilst awaiting clearances.

Placement

- Once all clearances are received and induction attended, volunteer is given a uniform, identification badge and start date. Also asked for next of kin details.

Created: November 2010, Review date: November 2011

The decision to place a volunteer is at the discretion of the Voluntary Services management team.