

Organisational Health Check – Volunteering

This quick self-assessment has been developed to give you a general idea of the state of your organisation regarding volunteering and overall good practice. Going through these questions will help you identify the strengths and weaknesses of your organisation, and to draw up an action plan.

Volunteers	No	Nearly	Yes
We have a volunteer induction pack and procedure with information on our organisations and its policy			
We offer to reimburse our volunteers expenses			
Volunteers are covered by our insurance			
Volunteers receive a clear task description and their situation is reviewed informally or formally through regular support and supervision			
We offer training and development opportunities (where appropriate) to all our volunteers			
We invite volunteers to social events			
We hold exit interviews with volunteers			
Notes:			

Administration and paperwork	No	Nearly	Yes
We have a clear administrative system in place			
All our procedures are documented (so that staff and volunteers know what to do in case of absences or sudden staff changes)			
Notes:			

Continued overleaf.....

Internal Communication	No	Nearly	Yes
We hold regular staff/volunteer meetings (as appropriate)			
Volunteers are invited to or represented at staff meetings			
The minutes of staff or management meetings are available to all staff and volunteers			
We hold an annual 'away day' for teambuilding and/or planning for trustees, staff and volunteers			
Notes:			

Equal Opportunities	No	Nearly	Yes
We have an Equal Opportunities policy that applies to all areas of our work			
We comply with Equality Act (2011) legislation, including for recruitment of staff and volunteers and the provision of services			
We monitor Equal opportunities and use this information to develop our services			
We include Equal Opportunities in our induction and offer training on equal opportunities to all staff, volunteers and trustees on a regular basis			
Notes:			

Further support is offered by DeVA to help you with any of the items on this check list.

Contact us via email at support@devonva.org

Visit our dedicated web page for Volunteer Managers – full of guidance, templates and links to useful resources at www.devonva.org/hub