



# Frenchay After Burns Children's Club.

Registered Charity Number 1105104.

## Recruitment and Retention Policy

<b>Policy ID</b>	FAB-P06
<b>Version</b>	1.3
<b>Title</b>	Recruitment and Retention Policy
<b>Approved by</b>	FAB Exec Committee
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### Recruitment and Retention

FAB Club is a voluntary organisation, with no paid employees. Volunteers will be recruited using an unbiased and consistent approach.

Every applicant will be considered for their suitability for their choice of voluntary work within FAB Club, taking into account their interview, personal references and a successful enhanced DBS check. Consent to these checks can be withheld; however, FAB Club will then be unable to proceed with the application. Withholding of information that is later revealed through compulsory checks and references, may lead to the termination of services.

Applicants will be asked to supply written information of any convictions, cautions, reprimands, or final warnings, both spent and unspent, when completing the application form. This information will also be obtained via the enhanced DBS check.

All questions on the application form are relevant and non-discriminatory and application forms include only those questions that are essential. Applicants will be asked to supply proof of identity for interview purposes and for the enhanced DBS check. Wherever possible this should be photographic evidence.



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All questions will be strictly relevant to the work of the charity. In no case will questions be asked, or assumptions made about a person's personal and domestic circumstances. Where the requirements of the voluntary work will affect the candidate's personal life this should be discussed objectively. All information gathered would be stored securely for a minimum of 7 years.

We welcome new volunteers to join FAB club, however each individual will be carefully considered as to whether they are suitable, ready and able to cope with the demands of the varied elements of the role particularly where long residential and activity camps are involved. All new volunteers will be allocated to an experienced volunteer for their first activities and camps to provide supervision and support. Every activity and camp will be reviewed and debriefed with all volunteers.