Volunteer Planning Flowchart

VOLUNTEER OPPORTUNITY

Define the task

What regular tasks will they be doing?
Who will they be working with?
Where will they be located?

PVG Checklist
Complete sections 1 & 2

This will help you think about/begin to assess whether the volunteer opportunity may meet the test for PVG membership

Risk assess the tasks

- *Supervision*
- *Time limited*
- *Incidental*

What could be put in place to minimise risk?

PVG Checklist
Section 3

When completing this section please discuss and liaise with your line manager

Be aware some volunteer placements and tasks may meet the test ***but***
is PVG membership really required*?*

Following this process and completing the PVG checklist regardless of the outcome will help with the overall development of a volunteering opportunity.

It is important that a copy of this preparatory work for each volunteering opportunity is kept in a central file as it is your services justification as to why a PVG membership was required or NOT