

Lee ICANGO – Registered Charity no.1135358 – Policy Documents

Lee ICANGO - Safer Recruitment Policy Role - Volunteer Drivers

Version - August 2024

This documents the Lee ICANGO process for Safer Recruitment, which is to be used for all volunteer driver roles within Lee ICANGO (Community Transport) Registered Charity No. 1135358. Those volunteer drivers that may have contact with children and vulnerable adults will need to go through enhanced DBS checks and Safeguarding Training. All volunteer drivers must go through the Minibus Drivers Awareness Scheme (MiDAS).

1. Responsibilities

Determine the Trustee responsible for recruiting to the role, and what the volunteer in the role will do.

2. Role Description and Person Specification

Write a comprehensive description of what the role of volunteer will involve, and the skills you are looking for. Show these to the other Trustees, so they can comment on and improve what you have written. Determine whether the role is eligible for an Enhanced DBS check. Decide how people will apply for this role.

3. Advertising the role

Decide how you want to advertise the volunteer role i.e. a formal job advert via Community First (former Gosport Voluntary Action), by recommendation from others, other publications e.g. The Advertiser (Ad Mag), St. Faith's Weekly Notes, Website.

4. Application process

Allow people to apply for the role. For driver volunteer role, this will likely be via an initial conversation with the responsible individual, followed by a Volunteer Application Form.

5. Confidential declarations

Ask applicants to complete a Confidential Declaration Form.

6. Shortlisting

At least two Trustees should consider the applications for the volunteer role(s), and make decisions as to the applicants' suitability.

7. Interviews and assessment

This will vary depending upon the volunteer role. For driver volunteer roles, the interview can be a conversation between the responsible person and the applicant. This will also include a driver assessment by an ICANGO Trustee.

8. Pre-appointment checks

- References should be taken up, having been given on the Application Form. A minimum of 2 written references (email) from responsible individuals (not family members). If the applicant is currently working/volunteering with children, young people, or vulnerable adults, or has done within the past two years, then a reference must be sought from that organisation;
- MiDAS Qualifications - If MiDAS is already held the current certificate must be checked (this may require more detailed checks via Hampshire County Council or the issuing authority). If MiDAS is not held a course will need to be completed

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to attain the MiDAS Qualification (Standard & Accessible) by the Lee ICANGO MiDAS Assessor;

- Driver Licence Checks - DVLA Issued Driver's licence must be valid;
- DVLA Checks on motoring offences must be completed.

9. Disclosure and Barring Service (DBS) - Volunteer Drivers which may have contact with children and vulnerable adults.

Where the role is eligible for an Enhanced DBS check, the applicant is required to apply for such a check, and to give the DBS-responsible person a copy of their form (or access to their online record, if applicable).

11. Appointment

Once the above has been completed, the individual can be appointed to the role. Notify the applicant of their successful application, and arrange a start date.

12. Induction

Induct the individual into the volunteer role in the most appropriate way. This will be through a comprehensive walkaround checks of the minibus(es) in the Lee ICANGO fleet, on-board document folder and mileage sheet.

On the first scheduled drive the volunteer may be accompanied by an experienced volunteer driver or Trustee.

13. Settling in period

Over the course of the initial period, the responsible person should check feedback from the community groups and feedback from the new volunteer driver.

14. Ongoing support, accountability, oversight, and supervision

The new volunteer driver must have the contact details of a responsible person to speak to, if required.

15. Learning and development

Training will be conducted as part of the Lee ICANGO local programme or refresher courses every 4 years for MiDAS.

16. Record keeping

The new volunteer must be made aware that essential records are held by the Trustees only for the purposes of compliance with the Section 19 permit, Health & Safety, and insurance purposes.

Contact details

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We are committed to reviewing our policy and good practice annually.
This policy was last reviewed on: 5 August 2024

Signed: Paul A Twine

Date: 5 August 2024