This code of conduct sets out guidelines of good practice by Volunteer Involving Organisations and the Isle of Wight Volunteer Centre in our work together to recruit volunteers. The Isle of Wight Volunteer Centre will help and advise you to ensure that you have in place all the policies and procedures consistent with good practice.

**Your commitment to us on registering:**

* New and prospective volunteers will be given a named contact within your organisation. This will help a new volunteer to settle and become part of your organisation
* Good role descriptions will be provided and, where circumstances change, the Volunteer Centre will be informed (e.g. vacancies filled, volunteer roles or contact personnel changed)
* References will be obtained for all new volunteers and, where appropriate, ;DBS checks will be made as part of your recruitment process

The recruitment process will also include new volunteers being made aware of policies and procedures within your organisation relevant to their role, such as:

* Volunteer induction
* Health and Safety and relevant risk assessments
* Fire Safety
* Equal Opportunities Policy
* Volunteer Policy
* Confidentiality Policy
* Insurance cover for volunteers

Your local Volunteer Centre will provide advice and information on the formulation of these policies and procedures.

**Our commitment to you on registering is to:**

* Promote your organisation and your volunteering opportunities within our area
* Keep you informed of any interest shown in your opportunities and follow these up as soon as possible within five working days
* Gather feedback from any potential volunteers and keep your organisation informed of the results
* Add any new opportunities to our database and to review and update annually the existing opportunities and the information we hold on our database about your organisation
* Offer your organisation and your volunteers individual support, training and development. This may be provided by signposting you to other relevant and appropriate organisations