Good Practice Toolkit Implementation Checklist

Instructions: Review each area and mark the statement that best reflects your current position.

Area	In Place	Partly In Place	Not Yet In Place
Volunteer Policy and supporting procedures are in place and regularly reviewed.	☐	☐	☐
Volunteer roles are clearly defined and documented.	☐	☐	☐
Recruitment information is accessible, inclusive and promoted through appropriate channels.	☐	☐	☐
Application and selection processes are proportionate to the volunteer role.	☐	☐	☐
Appropriate screening and safer recruitment arrangements are in place.	☐	☐	☐
Volunteers receive induction, training and onboarding support.	☐	☐	☐
Ongoing supervision, wellbeing and support arrangements are available.	☐	☐	☐
Volunteer exit, feedback and recognition processes are established.	☐	☐	☐
Inclusive volunteering practices are embedded within recruitment and management processes.	☐	☐	☐
Volunteer activity, outcomes and impact are monitored and reviewed.	☐	☐	☐

Areas for Improvement

Priority Area	Action Required	Target Date
Example A		
Example B		



Useful Resources

Need Support With...	VfH Resource
Volunteer Standards	Volunteer Charter
Volunteering Practice	Benchmarking Framework
Organisational Capacity	Organisational Maturity Model
Partnership Working	Collaboration Framework
Data Collection	Data Collection Framework
Impact & Outcomes	Evidence Framework

Key Question

Which parts of the volunteer journey are already working well, and which areas should be prioritised for improvement?