



Organisation Standards Award Scheme

SELF ASSESSMENT FORM



The **WAVE** Award for Organisations, is a local award designed by the Volunteer Centre Western Isles. The Award aims to recognise those Organisations who support and value their volunteers providing a volunteering experience of a high standard.

The award application process is based on the self assessment forms contained in this booklet and Volunteer Centre Staff will be on hand to provide advice, support and information at all stages of the procedure.

Final assessment will be made by an Excellence Panel who will approve all awards.

The Panel will be made up of two or more independent people from the following backgrounds:

Volunteer Centre Western Isles Staff

Volunteer Centre Western Isles Management Committee

Local Volunteers

The self assessment process will look at the following 9 areas:

Volunteering policy,	Equal Opportunities,	Health and Safety,
Selection Procedure,	Expenses,	Induction and Training,
Support Systems,	Communication,	Practical Arrangements

We are grateful to Volunteer Centre Orkney for permission to adapt and use materials from their Volunteering Quality Standards Awards

Western Isles Award for Volunteering Excellence





How to use this booklet.

- 1) Complete your organisation contact details on the back page.
- 2) Work your way through each point in the self assessment, determine your current status with each point and note evidence to support your status. (If you have stated you have a policy we will need to see a copy and you should also indicate how volunteers and staff are made aware of it eg. Is it on a notice board, is it issued at induction or included in a handbook etc.
- 3) Having determined the areas that need to be developed (*'getting started' or 'in progress'*) determine timescales to achieve each of the standards and areas where you would like the Volunteer Centre to help.
- 4) Return your completed self assessment (and supporting evidence) to the Volunteer Centre. Keep a copy to allow you to work on the development areas you have identified.
- 5) Someone from the Volunteer Centre will get in touch to arrange a meeting.
- 6) It may be easier to have your review meeting at your own premises if you have most things in place or at the Volunteer Centre if you need sample policies and a bit more support and you may need more than one meeting to gather everything together. There is no time limit on the self assessment process.
- 7) On agreement that all standards have been met your self assessment is submitted to the Excellence Panel who will make the final assessment.
- 8) Notification of achievement of the award will be sent out to the Organisation. The award will be presented publicly.





Standard	Volunteering Policy	A written policy is made available to all volunteers and steps are taken to ensure that volunteers are aware of the contents.		
Status	Getting started		In progress	Achieved
Evidence				
Standard	Equal Opportunities	A written policy is made available to volunteers and there is evidence of the policy in practice e.g. a monitoring process.		
Status	Getting started		In progress	Achieved
Evidence				
Standard	Induction and training	Written details of duties, conditions etc. are provided. The organisation offers an induction and an on-going training programme. Volunteers are trained to a level appropriate to their role and are made aware of their responsibilities.		
Status	Getting started		In progress	Achieved
Evidence				





Standard	Expenses	A written policy is made available to all volunteers and steps are taken to ensure that volunteers are aware what expenses are available and know how to claim.		
Status	Getting started		In progress	Achieved
Evidence				
Standard	Support Systems	Volunteers receive regular informal and formal support from a named member of staff and receive recognition of their roles and achievements		
Status	Getting started		In progress	Achieved
Evidence				
Standard	Communication	Effective processes are in place for communication between paid staff and volunteers, and between volunteers e.g. team meetings, regular updates of organisation development etc.		
Status	Getting started		In progress	Achieved
Evidence				





Standard	Practical arrangements	Volunteers have access to the materials and equipment required to carry out their role.		
Status	Getting started		In progress	Achieved
Evidence				
Standard	Selection Procedure	Volunteers are selected using standard procedures including measures to ensure non discriminatory practice and security for both clients and volunteers e.g. criminal records checks.		
Status	Getting started		In progress	Achieved
Evidence				
Standard	Health and Safety	Health and safety policies are in place and volunteers are aware of and understand procedures: e.g. first aid, food hygiene, fire. Volunteers are fully insured for any activities they might be involved in.		
Status	Getting started		In progress	Achieved
Evidence				





Your contact details: (please make sure you complete your organisation name clearly and in full as this information will be used to generate your certificate).

Organisation		
Main contact	Name	
	Position	
Address		
Tel. Number		
Email		

We would like to share examples of good practice with other voluntary organisations in the Western Isles and wish to develop our library of example policies and procedures.

Please indicate any of your policies/forms etc we may have permission to use in this way.

I give permission for the VCWI to share the following with other groups and organisations:

Signed

Date:

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