

## **Our Volunteering Process**

When you express an interest in volunteering with Age UK Sunderland, you will be invited for an informal chat about the volunteering opportunities that we can currently offer and the roles that may suit your skills and interests.

If you decide to go ahead, you will be asked to complete an Age UK Sunderland Volunteer registration form. You will need to provide the contact details of 2 referees - someone who can act as a character reference and someone who should be a work related contact or other professional person. Please remember it is courtesy to ask their permission before nominating them as a referee.

Once we have received satisfactory references, we will ask you to complete an enhanced DBS (Disclosure & Barring Service) application. We complete our DBS applications online, so you will need access to a pc and email address. You will also need to provide original documents confirming your identity so we can verify your application . Please note: We cannot consider registering you as a volunteer until a DBS certificate has been received.

The reference and DBS processes are very important and may take a few weeks to complete. Once your registration has been approved by the Director, you will be invited to attend an induction session which outlines important information such as our policies on confidentiality, safeguarding, gifts and equal opportunities. You will also receive your Volunteer Handbook at this session.

All our volunteering roles are subject to a 6 week trial period, this allows you to try it out to be certain that it is suitable for you.