

1.0 Policy Statement

LauraLynn, Ireland's Children's Hospice (LauraLynn) welcomes the involvement and contribution that individuals can make as volunteers. We welcome volunteer applications from people from all backgrounds with different professional and personal experiences. The aim of the statement is to safeguard all stakeholders and to comply with best practise and relevant legislation.

2.0 Scope

- 2.1 This policy applies to all individuals listed below;
This policy applies to all individuals applying to volunteer with LauraLynn on a regular basis.

3.0 Policy

An individual, 18 years of age or over, who wishes to volunteer with LauraLynn must make an application to LauraLynn, Ireland's Children's Hospice and complete the Volunteer Application Process and be accepted and designated as a registered volunteer before he/she may undertake a volunteer role/ duties with the organisation at any level.

All volunteers are required to undergo a screening process. As part of this process, all volunteers are subject to vetting through the Garda Central Vetting Unit and reference checking.

- 3.1 The Volunteer Application Process includes the steps outlined below;

1. Volunteer completes & submits a Volunteer Application Form
2. Volunteer completes and submits a Vetting Application Form.
3. Volunteer submits a recent passport type photograph
4. Volunteer submits contact details of 2 referees
5. Volunteer completes volunteer information induction training, mandatory training and role specific training.

- 3.2 Garda Vetting: Statement of Conviction and/or Prosecutions (Republic of Ireland)

Applicants in Republic of Ireland will be required to authorise An Garda Síochána to furnish to LauraLynn a statement that there are no convictions against him/her in the Republic of Ireland or elsewhere, or a statement of convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be, subject to the administrative filter implemented by the Minister For Justice and Equality on 31st March 2014.

- 3.3 Training Requirements

The training pathway for a volunteer is dependent on the role assigned. Volunteers must attend and maintain these training requirements in order to operate in the role.

1. Volunteer information Induction training (Mandatory)
2. Children's First Training (*Mandatory*)
3. Infection Control (*Mandatory*)
4. *GDPR (Mandatory)*
5. Role Specific Training

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- a. Role Specific (*eg. Activity Assistant Workshop*)
- b. Safeguarding Adults at risk of abuse
- c. Cyber Security
- d. Clamping
- e. Manual Handling
- f. Fire Awareness
- g. People Handling
- h. Health & Safety Induction

Changes in insurance and regulatory requirements may mean that additional training will be required to be completed for specific roles when informed by the volunteer coordinator

4.0 Equality of Opportunity

LauraLynn is committed to equality of opportunity for all applicants. LauraLynn will not discriminate against volunteers on the grounds set out in relevant legislation including The Employment Equality Acts 1998 and 2004.

Volunteer assignment decisions will accordingly be based on merit, qualifications, abilities, skills, knowledge and attitude and availability required to perform the role effectively and efficiently, to the standards required both in the present and in the future.

5.0 Exceptions to the Policy

The exceptions to the registration process are as follows:

- 5.1 Fundraising Representative Volunteers who volunteer off site in their local communities and where they have no interaction with service users. For this role Garda Vetting is not required if this is their only role. Mandatory training will be Children's First training and GDPR as well as role specific training.
- 5.2 Second-level students aged between 15-17 years who are undertaking work experience on site for a maximum of 1 week.
- 5.3 Gaisce participants undertaking part of their award on site in LauraLynn
- 5.4 Individuals and/or groups taking part in/organising fundraising activities off site where they have no interaction with service users.
- 5.5 Corporate Groups volunteering for one day as part of an existing corporate relationship under a CSR programme.

6.0 Responsibilities

- 6.1 The Volunteer Coordinator is responsible for implementing this policy.
- 6.2 All staff are responsible for supervision and informal recognition of volunteers assigned to their team.
- 6.3 Department Managers: Ensure that all staff are made aware of the Volunteer Programme and their responsibilities.

7.0 Data Protection

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LauraLynn Volunteer Programme will maintain the Volunteer Database capturing information relevant to the volunteer's application and assignments. LauraLynn will fully comply with the guidelines as set out in the General Data Protection Regulations 2018 (GDPR) with regard to use of private details of all volunteers.

8.0 Review of Volunteer Registration

- 8.1 The Volunteer's relationship with LauraLynn will be reviewed in line with the lifespan of their Garda Vetting. Relationship will be reviewed during the Re-Vetting process.
- 8.2 LauraLynn reserves the right to terminate it's relationship with a volunteer at any stage during his/her tenure with the organisation

9.0 Appendices

- 9.1 Appendix 1 – Volunteer Application Form

[VF4 Volunteer Application Form.pdf](#)

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