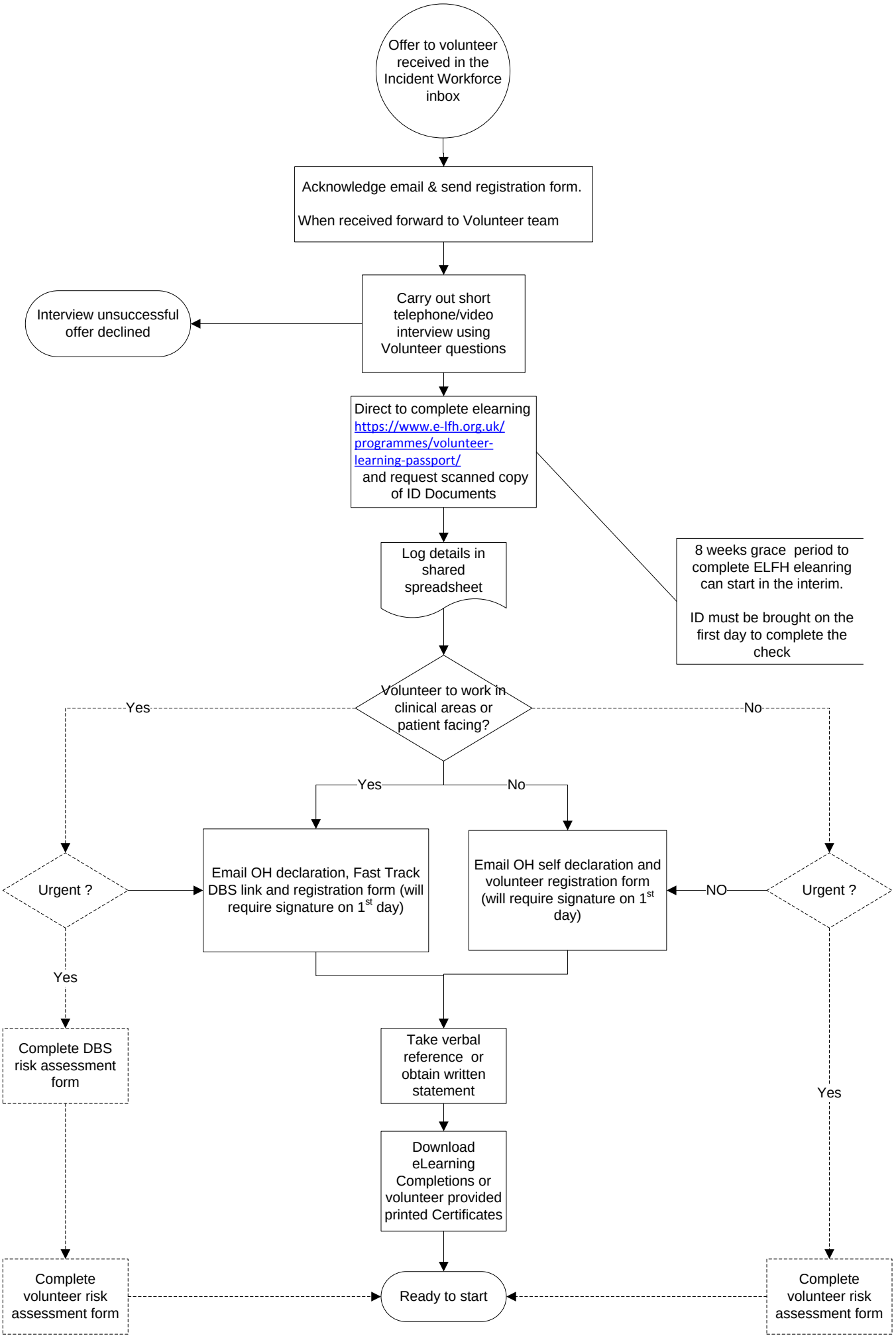
Offer to volunteer received in the Incident Workforce inbox
Acknowledge email & send registration form.
When received forward to Volunteer team
Carry out short telephone/video interview using Volunteer questions
Interview unsuccessful offer declined
Direct to complete elearning https://www.e-lfh.org.uk/programmes/volunteer-learning-passport/ and request scanned copy of ID Documents
8 weeks grace period to complete ELFH eleanring can start in the interim.
ID must be brought on the first day to complete the check
Log details in shared spreadsheet
Volunteer to work in clinical areas or patient facing?
Yes
No
Yes
No
Urgent ?
Email OH declaration, Fast Track DBS link and registration form (will require signature on 1st day)
Email OH self declaration and volunteer registration form (will require signature on 1st day)
NO
Urgent ?
Yes
Complete DBS risk assessment form
Take verbal reference or obtain written statement
Yes
Download eLearning Completions or volunteer provided printed Certificates
Complete volunteer risk assessment form
Ready to start
Complete volunteer risk assessment form