



Within 30 days

- Identified new volunteer and ask for the following information: (First Name, Middle Name, Last Name, Date of Birth, Email Address, Postcode & role they would like.)
- Add the new volunteer to the membership system & click '[request DBS](#)' from their profile.
- New volunteer receives email from Atlantic Data asking them to input their IDs to start the DBS process.
- GLV meets with new volunteer to verify their IDs & completes process in Atlantic Data.
- GLV issues [copy of Yellow, Green & Purple](#) Cards to new volunteer.
- New Volunteer starts to complete [mandatory learning](#). (Safety & Safeguarding Learning)

Within 6 weeks

- Email the [Welcome Team](#) to request a '[Welcome Conversation](#)', providing at least 2 weeks' notice.
- GLV + District Team Member to [hold welcome conversation](#) with new volunteer.
- GLV [completes the Welcome Conversation section](#) on membership system.
- GLV to email [Volunteer Development Team](#) with details of any additional support new volunteer may require for completing learning.
- GLV emails [Support Team](#) to request a M365 account.
- Internal Check (this is done by the membership system & HQ, sometimes known as the CE Check)
- New Volunteer signs in to membership system and signs declaration, enters in their [references](#) (if required for the role)
- New Volunteer submits their references using the new membership system & GLV [Checks if references have been returned](#) and chase any outstanding.

Within 6 months

- GLV to advise and support new volunteer with [Growing Roots](#) learning within 6 months.
- For roles that require [First Response](#), please book onto & complete a course within 12 months of the role start date.
- Once all learning is completed, role becomes 'Full', and the new member can act as 'Leader in Charge' at meetings & events and no longer requires supervision.

Branching Out

- GLV to identify [further learning pathways](#) and support volunteer to complete.
- New Volunteer may choose to complete a 'Wood badge' and must assign themselves one in the 'My Learning' section of the membership system. The system will then guide the new volunteer on which modules need to be completed.
- Email the [Volunteer Development Team](#) if they want to consider a Wood badge so they can support the process.
- Uniform, promise & necker.
- New Volunteer encouraged to talk to local volunteers & join in!

All new volunteers must be supervised until they hold a 'Full' appointment.