

appendix A: timeline for volunteer managers

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Developed by young disabled people.

1. Before advertising for volunteers

Make sure that your organisation has the basic requirements for accessibility so that it is welcoming and meets the Disability Discrimination Act.

Make sure that staff have received disability equality training.

Think about how you can make volunteers feel welcome when they arrive.

Get 'in the know' about the support available for young disabled volunteers – funding, communication support, support workers etc.

2. When advertising

Include a statement along the lines of 'we welcome disabled volunteers' to encourage people.

Use accessible formats.

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3. On receiving applications

Positive initial contact is important. Get back to the volunteer quickly and using the best communication method for the volunteer.

Consider getting some awareness training about the specific barriers the person is likely to face.

Consult disability organisations for advice, but remember that the needs of every disabled person are unique and avoid making assumptions about what people might need.

4. Initial meeting with volunteer

Give the volunteer a chance to explore in detail what the role will involve. This discussion should not be dominated or 'owned' by the volunteer manager.

Don't be afraid to ask the volunteer what their needs are.

Look at options for flexible working arrangements eg. hours and locations.

Ask them all the questions you would normally ask a volunteer! Find out what they want to get out of volunteering.

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5. Next steps

Communication should always be with the person asking to volunteer and not their parent, guardian or carer. However, the volunteer may wish this person to be involved in discussions.

Think about any specific training needed by other people who will be working with the volunteer. Involve the volunteer in discussions about this.

If the required adaptations cannot be made immediately, look for an interim solution.

Ensure that an induction and welcoming process is in practice.

6. Ongoing

Don't forget about the volunteer! Make sure there are frequent meetings and that all support is in place.

Remember that while the volunteer has an impairment, they are not only a disabled person. Don't focus on the disability alone.

Discuss needs on ongoing basis.

Learn any useful lessons for the future – make any necessary changes for the next young disabled volunteer.