

THE QUEEN'S DIAMOND JUBILEE VOLUNTEERING AWARD 2012

In recognition of Her Majesty The Queen's Diamond Jubilee, an Award was announced on 27 February 2012, and is an extension, for one year, of **The Queen's Award for Voluntary Service**. This Award is to be given to **(a)** national organisations not eligible under the QAVS and **(b)** Olympic and Paralympic games volunteering organisations.

Further details on both Awards, the on-line nomination process and the scrutiny/judging processes can be found on www.direct.gov.uk/qavs

1 (a) National organisations geographical areas

- National organisations that involve volunteers in projects that cover the whole of one or more of the four nations that make up the United Kingdom would be eligible.
- It is proposed the nominations would be assessed by an Award Committee comprising of some members of the existing QAVS committee, other invited specialist assessors which could include representatives from the nations of Scotland, Northern Ireland and Wales.
- Organisations that also provide services overseas would be eligible, but would only be assessed on the activities of volunteers operating in the United Kingdom.

2 (b) Olympic and Paralympic games volunteering organisations

Organisations operating in any of the four nations of the United Kingdom who involve volunteers in their work would be eligible and assessed by an Award Committee comprising of some members of the existing QAVS committee, other invited specialist assessors which could include representatives from the nations of Scotland, Northern Ireland and Wales.

- Those who have been involved with the engagement of volunteers or volunteering activities since the announcement of the Games in 2005, and/or
- Those who intend to continue operating as a legacy of the Games and promote volunteering by providing evidence of their plans to build on their experiences

3 Length of service (a) and (b)

Eligible organisations would need a proven record of operation of a minimum of 3 years or be a merger of organisations that one of them will have been in operation for more than 3 years.

NB Organisations who have only been together as a group specifically to provide/support to the Games, and operate within a non-Games organisation will be considered on a case by case basis, especially if they intend to use this experience to promote future volunteering events/placements within their organisation.

4 Bona fides of organisations (a) and (b)

Background checks will take place during the assessment process and references taken up if they are successful.

5 Volunteer involvement and reimbursement of volunteer expenses (a) and (b)

To demonstrate a commitment to making volunteering accessible to all, eligible organisations would have to show that they offer to reimburse volunteers expenses or provide a satisfactory explanation of why this is not available.

Organisations should be also provide a record of how they were involved in recruiting a minimum of 25 volunteers.

6 Demonstrate good practice in volunteering (a) and (b)

Successful organisations would need to be able to provide evidence of good practice in their involvement with volunteers, through:

The recruitment and induction of volunteers (examples **may** include):

- Having a clear volunteer recruitment procedure
- Having a volunteer induction process
- Providing relevant volunteer training
- Ensuring that all appropriate safeguarding action is undertaken, i.e. CRB checks, reference checking and risk assessments
- Taking effective steps to recruit volunteers who reflect the diversity of the community served
- Providing a volunteer handbook

Ongoing management of volunteers (examples **may** include):

- Having a dedicated volunteer manager or coordinator in post (either paid or unpaid)
- Providing relevant volunteer training
- Providing regular volunteer supervision and peer support
- Producing a written volunteer agreement
- Taking steps to involve service users as volunteers where applicable

Monitoring and evaluating the impact and benefits of volunteering (examples **may** include):

- Monitoring the benefits of volunteering to both the organisations and to the volunteers themselves
- Having a volunteer exit process
- Having in place systems to monitor the impact of their volunteering programme or involvement and disseminate this effectively

Ensuring that volunteers are celebrated and well managed (examples **may** include):

- Having processes in place to recognise and celebrate the work of volunteers, through awards, thank you messages, certificates and parties etc

This list is not exhaustive and organisations could state that they are working towards some of these standards or demonstrate good practice under each heading in other ways.