



7 Key Pre-Placement Volunteer Checks

1. Identification Checks

Please provide, 2 forms of photo ID and a confirmation of address at the recruitment and selection stage acceptable photo/ID documents are: Passport, driving license; National insurance or birth certificate. Proof of address -A recent utility service bill (gas, electric, council tax) or bank statement also appropriate, 3 years of address information is required for DBS checks.

2. Qualification Checks (Student volunteers)

If you have stated qualifications in the interview, please **ensure** we have seen the original documents and we have obtained a copy for our records.

3. Occupational Health Checks - Fit4Jobs.co.uk

After a successful interview the volunteer will be provided with a conditional offer letter, containing a unique code and password, to login, complete the online questionnaires and **attend any follow up appointments as required. Only when checks are complete and the applicant is suitable an offer will be made.**

4. E-Learning Modules -

learning.bsmhft.nhs.uk/login/index

BSMHFT Volunteers are required to complete **10 E-Learning modules**, it is legal requirement to complete these **prior** to engagement with the Trust, 8-10 hours duration.

Birmingham and Solihull 

Mental Health NHS Foundation Trust

5. References

References will be requested. The correct email addresses and correct contact numbers must be supplied as incorrect information can really slow down the process.

These must cover the last 3 years, this can be provided by a Line Manager, Teacher, Senior Nurse, CPN, Psychologist, etc. (Referees must not be personally Related to you).

6. Records Checks

Disclosureservices.com Complete the online DBS (Disclosure barring service) Application with the email login codes that have been sent to you with your Conditional Offer letter.

NB Declaration A must be completed and return it to the WPV Team.

7. Induction

Volunteers will be invited to a special volunteer mandatory one day Trust induction on **only on completion** of all other checks.

A Photo ID with a 1 year expiry and a trust login will also be issued as appropriate.

All new Volunteers will be asked to agree the role profile and sign the Confidentiality Contract Agreement.

The Mental Health First Aid Lite is accredited training which is now part of the Volunteer induction.

