

evidence sheet for requirement 2a

QIB No: Q_____

“there are comprehensive policies and procedures which govern how projects seek volunteers to deliver their service”

please circle the indicators for which you have included evidence:

NB: As a minimum you **must** include **at least one item of evidence** to demonstrate that you meet **each S&CP indicator** in order to achieve the QIB Award. If you want to be assessed for QIB Excellence, you must **also** include evidence for each GP indicator.

† The lists of “possible evidence” simply give you suggestions of the type of evidence that might be suitable.

indicator i)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator ii)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator iii)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator iv)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator v)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator vi)	Good Practice	optional	<input type="radio"/> *
indicator vii)	Good Practice	optional	<input type="radio"/> *
indicator viii)	Good Practice	optional	<input type="radio"/> *
indicator ix	Good Practice	optional	<input type="radio"/> *

* please select yes / no

what evidence have you included in your evidence folder for this requirement?

NB: Wherever appropriate, you must submit **“LIVE” evidence** - ie copies of forms which have actually been used and filled in, with any confidential information obscured. Please make sure the date the form was used is visible and that it is within any timescale specified in the indicators.

indicator number	the name of the document you have included in your folder	evidence number	date “live” form filled in / document last reviewed

evidence sheet for requirement 2b

QiB No: Q_____

“there is a structured volunteer application procedure”

please circle the indicators for which you have included evidence:

NB: As a minimum you **must** include **at least one item of evidence** to demonstrate that you meet **each S&CP indicator** in order to achieve the QiB Award. If you want to be assessed for QiB Excellence, you must **also** include evidence for each GP indicator.

† The lists of “possible evidence” simply give you suggestions of the type of evidence that might be suitable.

indicator i)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator ii)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator iii)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator iv)	Good Practice	optional	<input type="radio"/> yes / <input type="radio"/> no*
indicator v)	Good Practice	optional	<input type="radio"/> yes / <input type="radio"/> no*

* please select yes / no

what evidence have you included in your evidence folder for this requirement?

NB: Wherever appropriate, you must submit **“LIVE” evidence** - ie copies of forms which have actually been used and filled in, with any confidential information obscured. Please make sure the date the form was used is visible and that it is within any timescale specified in the indicators.

indicator number	the name of the document you have included in your folder	evidence number	date “live” form filled in / document last reviewed

evidence sheet for requirement 2c

QiB No: Q_____

“there is a consistent and thorough assessment process for volunteers”

please circle the indicators for which you have included evidence:

NB: As a minimum you **must** include **at least one item of evidence** to demonstrate that you meet **each S&CP indicator** in order to achieve the QiB Award. If you want to be assessed for QiB Excellence, you must **also** include evidence for each GP indicator.

† The lists of “possible evidence” simply give you suggestions of the type of evidence that might be suitable.

indicator i)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator ii)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator iii)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator iv)	Good Practice	optional	<input type="radio"/> *

*please select yes / no

what evidence have you included in your evidence folder for this requirement?

NB: Wherever appropriate, you must submit **“LIVE” evidence** - ie copies of forms which have actually been used and filled in, with any confidential information obscured. Please make sure the date the form was used is visible and that it is within any timescale specified in the indicators.

indicator number	the name of the document you have included in your folder	evidence number	date “live” form filled in / document last reviewed

evidence sheet for requirement 2d

QiB No: Q_____

there is a clear procedure for making selection decisions

please circle the indicators for which you have included evidence:

NB: As a minimum you **must** include **at least one item of evidence** to demonstrate that you meet **each S&CP indicator** in order to achieve the QiB Award. If you want to be assessed for QiB Excellence, you must **also** include evidence for each GP indicator.

† The lists of “possible evidence” simply give you suggestions of the type of evidence that might be suitable.

indicator i)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator ii)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*
indicator iii)	Good Practice	optional	<input type="radio"/> *
indicator iv)	Good Practice	optional	<input type="radio"/> *

* please select yes / no

what evidence have you included in your evidence folder for this requirement?

NB: Wherever appropriate, you must submit “LIVE” evidence - ie copies of forms which have actually been used and filled in, with any confidential information obscured. Please make sure the date the form was used is visible and that it is within any timescale specified in the indicators.

indicator number	the name of the document you have included in your folder	evidence number	date “live” form filled in / document last reviewed

evidence sheet for requirement 2e

QIB No: Q_____

“applicants who are not suitable to become befrienders are dealt with appropriately”

please circle the indicators for which you have included evidence:

NB: As a minimum you **must** include **at least one item of evidence** to demonstrate that you meet **each S&CP indicator** in order to achieve the QIB Award. If you want to be assessed for QIB Excellence, you must **also** include evidence for each GP indicator.

† The lists of “possible evidence” simply give you suggestions of the type of evidence that might be suitable.

indicator i)	Safe & Competent Practice	essential	<input checked="" type="radio"/> yes / <input type="radio"/> no*	* please select yes / no
indicator ii)	Good Practice	optional	<input type="radio"/> yes / <input type="radio"/> no*	

what evidence have you included in your evidence folder for this requirement?

NB: Wherever appropriate, you must submit **“LIVE” evidence** - ie copies of forms which have actually been used and filled in, with any confidential information obscured. Please make sure the date the form was used is visible and that it is within any timescale specified in the indicators.

indicator number	the name of the document you have included in your folder	evidence number	date “live” form filled in / document last reviewed

