

## Purpose

This tool is designed to demonstrate an individual's experience, positive or otherwise, of obtaining appropriate and meaningful volunteering opportunities.

The wheel visually represents the distance travelled, using indicators of personal and social development, from pre-volunteering (or the start of their role) to obtaining a suitable and meaningful voluntary role.

The tool is person-centred; discussions around indicators and action planning should be led by the volunteer with prompts from the volunteer manager. The tool is simple to use.

## Preparation

In order to obtain the most accurate reflection of distance travelled for an individual the initial wheel **must** be completed at the start of the volunteer's journey. The wheel can be completed at any early stage pre- volunteering but should be completed no later than the volunteer's induction process.

Volunteer managers should ensure that they have a good understanding of how to use the tool and its purpose before presenting it to a volunteer.

Ensure all resources are available to complete the activity (see list below).

## Resources

- Time: allow 30mins per person. The actual time will differ with each person according to individual support needs and how they lead discussion around each indicator.
- Indicators guidance sheet
- Volunteer wheel
- Action plan
- Pens

## Conducting the activity

**Step 1:** Ask the volunteer to mark his or her position on a scale of 1-10 for each indicator. Refer to the guidance sheet for further information.

Emphasise that there is no right or wrong answer. The wheel should represent how the individual feels at the time of completion.

**Step 2:** Use the action plan provided to create SMART targets with the volunteer. Encourage them to think about what support they need (if any) to maximise the benefit of the volunteering role. Think about training needs, any barriers they currently face to moving forward with the volunteering opportunity and the potential for signposting to other services.

**Step 3:** Give the volunteer their wheel and a copy of their action plan. Explain a review wheel will be completed once they have completed the agreed actions and have been in their voluntary role long enough to see its benefit or potential difficulties. Agree a planned timescale for the review to take place.

### **Review wheel**

A second, review wheel should be completed when the participant has been in a volunteering role for a period of time and impact can be measured.

Ask the volunteer to complete a second wheel, considering each indicator and marking down where they are on the wheel at the time.

Go through each previously agreed action and discuss whether the action was completed and whether it was successful.

Use the data from the first wheel to demonstrate the distance travelled to the volunteer and discuss why they think this has happened, whether the change is positive or negative. Agree any further support requirements at this stage and implement further actions if required.

### **Recording**

**We suggest that data protection can be managed by** allocating a number for each service user prior to the arranged meeting. The storage of names and number allocation should be kept separate with one individual i.e. the volunteer manager. Ultimately data needs to be stored in accordance with each organisations data protection policy.

### **Target**

You can set your own target. We recommend the following:

90% of people receiving support will self report improvements in one or more of the indicated areas.