**Groundwork** recruit the volunteer as per their internal recruitment process, checks etc

**Groundwork** provide CBC with a pen picture of the volunteer including the location they live in, likes, dislikes, gender, ethnicity and any specific requests / considerations for the role. **CBC to seek further information about the volunteer if needed** 

Business support emails IV pen picture to **Social Workers, Team Managers and IROs** for consideration of matching with a 2 week deadline to reply with a name and brief sentence summarising reason for match.

Business support collates names of proposed matches and shares these with **IRO** lead worker.

**IRO**s review the names of the C/YP put forward as a match and agree who is most in need of an IV / the best match to that individual IV and who would be the second choice match. IRO lead worker confirms match decision and requests a pen picture for the C/YP.

**Groundwork** share C/YP pen picture with IV

**SW / IRO** write an anonymised pen picture of the child, including their hobbies, likes, dislikes. Business support then share C/YP pen picture with Groundwork

**Groundwork** coordinate and lead pre planning meeting which **SW** and IV attend. Risk assessment to be considered and match to be agreed.

**Groundwork** to provide **SW** with C/ YP and foster carer IV information pack.

**SW** to share IV information packs & pen picture with the C/YP and family to seek their view about progressing the IV relationship.

<u>Agreed.</u> The initial visit is arranged, **Groundwork** lead on this with the C/ YP deciding who they would like to support them to meet the IV (foster carer or SW)

## Declined.

Process begins for second choice match.