

Department	Standards & Animal Welfare
SOP #	6
Revision #	2020/1
Last review Date	16/04/2020
Page	1 of 2

Appointment of Assessors

Standard Operating Procedure

Standard Operating Procedures are designed to be shared with members and new member applicants in the interests of transparency

1. Authority to appoint Assessors is delegated by the Board of Trustees to its Standards and Animal Welfare Committee (“the Committee”, SAWC).
2. The Committee shall regularly review the number of Assessors required to carry out both sufficient external assessments of existing members and of prospective members, giving due regard to the geographical spread of those organisations.
3. Assessors may be but are not restricted to individuals working or volunteering within an existing ADCH member organisation.
4. When additional Assessors are needed SAWC will advertise via ADCH website and other communication platforms.
5. Assessors will be recruited through the ADCH Volunteer Application Process:
 - a. Applicants will be provided with a copy of the Assessor Role Profile and asked to complete a Volunteer Application Form.
 - b. A member of the Committee will contact the applicant either in person or via telephone to carry out a short interview.
 - c. If application is progressed, references may be sought.
6. When considering suitability, the Committee shall use the following criteria:
 - a. Need - is the applicant able to cover the relevant geographical area/s?
 - b. Skills and experience – does the applicant have the skills and experience detailed in the Assessor Role Profile?
 - c. Commitment – can the Assessor commit to carrying out no fewer than two assessments in a 12-month period?
7. An Assessor will be inducted and trained as follows:
 - a. The Member & Administration Manager will ensure that the Trainee Assessor:
 - i. Receives background information regarding the Association
 - ii. Receives and understands the latest Minimum Standards
 - iii. Receives and understands the relevant Standard Operation Procedures that relate to the Assessment process, and the work of the Association to promote acceptable welfare standards
 - iv. Receives copies of template Assessment Forms and any other documentation needed to carry out assessment visits
 - v. Receives copies of the Association's Expenses Policy, Confidentiality Policy, Lone Working Policy and any other relevant policies and procedures. Where the Trainee Assessor is employed by a Member organisation, the Member & Administration Manager will ensure appropriate agreement and policies are in place with the Member organisation.
 - vi. Is assigned a Mentor, who will be an experienced Assessor

Department	Standards & Animal Welfare
SOP #	6
Revision #	2020/1
Last review Date	16/04/2020
Page	2 of 2

- vii. Attends at least one external assessment with assigned mentor. During these visits, the assessment process, including use of the Assessment Form, will be discussed and demonstrated. In addition the trainee assessor will observe the Assessor explaining to the rescue being assessed about the benefits of membership and how to access them. Additional opportunities to shadow will be provided if required.
- b. Induction and Training Log will be signed off by the Trainee Assessor, Mentor and the Member & Administration Manager, once Assessor is feeling confident with all processes and forms.
- c. Once signed off as a qualified ADCH Assessor, the Assessor will be presented with an ADCH Assessor Certificate.
- d. The Member & Administration Manager shall remain in regular contact with the Assessor to help arrange initial assessments and to answer questions that may arise.

Further Guidance:

Further guidance can be obtained from the ADCH Member & Administration Manager therese@adch.org.uk