**Volunteer Policy**

**Introduction**

[NAME OF ORGANISTION] aims to: [INSERT AIMS]

Our volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to our organisation and those who use our services. Volunteer involvement does not replace or devalue the role of paid staff.

Within [NAME OF ORGANISATION] volunteers are involved in:

* Board of Directors/Management Committee
* List of roles undertaken by volunteers.

[NAME OF ORGANISATION] aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

* all roles will have a role description that clearly outlines the tasks to be performed by volunteers, we will endeavour to be flexible within these tasks where possible
* volunteering opportunities do not replace paid staff roles but do complement and enhance the work of [NAME OF ORGANISATION]
* [NAME OF ORGANISATION] will comply with the GDPR legislation in the use of data held on all volunteers
* volunteers will have a named supervisor who they can discuss their role with and raise any concerns or ideas.

**The Purpose of this Policy**

The purpose of this policy is to provide a framework for the involvement of volunteers in [NAME OF ORGANISATION] and should be considered alongside other policies and procedures within the organisation, including but not limited to:

* Equalities, Diversity and Inclusion Policy
* Health and Safety Policy

By adopting this policy [NAME OF ORGANISATION] aims to:

* confirm this organisation’s commitment to involving volunteers in its work
* establish clear principles for the involvement of volunteers
* recognise the valuable contribution made by volunteers
* make clear the purpose, values, standards and strategies of the organisation in its approach to involving volunteers
* recognise the rights and responsibilities of volunteers
* ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers.

## Definition

A volunteer is a person who gives time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups, other than, or in addition to, close relatives). Central to this definition is the fact that volunteering must be a choice freely made by each individual.

**Recruitment and Selection**

[NAME OF ORGANISTION] will adhere to its Equalities Diversity and Inclusion policy when recruiting and selecting volunteers.

All potential volunteers will be asked to complete an application/registration form. Written role descriptions will outline the tasks, time commitment, and skills needed to carry out the role.

Where there is specific training required this will be highlighted as part of the recruitment process.

All volunteers will be required to provide two references.

All volunteers will be required to sign a volunteer agreement.

Should an applicant not be engaged in [NAME OF ORGANISATION] we will endeavour to refer them to an organisation that may either be looking for volunteers or can support them to find a volunteering opportunity.

**Support and Supervision**

Once accepted, we will expect volunteers to comply with existing policies and procedures, which will be covered during induction.

All volunteers are covered under [NAME OF ORGANISATION’S] Public Liability Insurance.

All volunteers will have an induction to the organisation and their volunteering role, which will involve an overview of the relevant policies and procedures. Following Induction, volunteers will have regular support and supervision meetings with a named supervisor to identify areas for development, or to discuss any issues. A record of these discussions will be held as part of the individual volunteer’s file. Volunteers can have access to their file at any time.

If a volunteer is unwell or unable to attend their role as short notice they should contact their supervisor as soon as possible, where this isn’t possible, they should contact the organisation on their main telephone number.

Where volunteers have holidays or other commitments which mean that they cannot attend their normal volunteering, they should advise their supervisor to allow us to arrange alternative cover if needed. If volunteers wish a longer break from their volunteering, they should discuss this with their named contact.

[NAME OF ORGANISATION] will be as flexible as possible to accommodate the needs of volunteers.

Volunteers can access learning and development opportunities which are relevant to their volunteering role throughout their time with [NAME OF ORGANISATION]. Opportunities for Learning and Development will form part of the discussions at support and supervision sessions.

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with using our Volunteer Disciplinary and Grievance policy.

**Expenses**

Volunteers will be able to claim reasonable expenses incurred whilst volunteering with [NAME OF ORGANISATION] in line with the Volunteer Expenses Policy. Volunteers should discuss any planned expenditure prior to incurring these expenses to ensure that it will be covered by the organisation.

**References**

[NAME OF ORGANISATION] recognises that many people begin volunteering in order to gain employment skills and work references. Volunteers who have been volunteering regularly i.e. at least once a week will be able to request work references on completion of 3/6 months volunteering. This will only be provided directly to employers on request. [NAME OF ORGANISATION] does not provide general letters of recommendation.

**DBS Checks**

[NAME OF ORGANISATION] will only require DBS checks where it is essential to the role.Where there is a requirement for a DBS check this will be highlighted as part of the recruitment process.

**Responsibility**

Overall responsibility for the implementation, monitoring and review of the policy and procedures lies with the [Chair/named contact of the Management Committee or Board]. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.

Date Adopted: Date due for review: