

Volunteer Policy

1.0 Introduction

1.1 _____ recognises that there can be situations in which Volunteers help can make an appropriate and significant contribution to helping us meet our objectives. This document defines the term and sets out the principles, practices and procedures which we will follow in the appointment, management and control of Volunteers.

2.0 Definition

2.1 Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and or with the primary aim of bringing some benefit to the local community. In this sense, Volunteers are to be distinguished from student, other work placements and secondees, where the primary aim is usually for the student or secondee to obtain certain work experience or to carry out work or research in certain areas.

3.0 Principles

3.1 In appointing Volunteers we will adhere to the following principles:-

- (a) Volunteers will not be engaged in work which facilitates the loss of an existing employee's post;
- (b) Volunteers will not be used to do the work of paid staff during an industrial dispute.

4.0 Recruitment of Volunteers

4.1 Volunteers will be selected through the following process:

4.2 STEP 1:

The following items must be agreed by the Trustees, Directors or Management Committee before a proposed Volunteer placement is implemented:-

- (a) a *Role Description*, outlining the specific tasks, responsibilities and reporting lines of the Volunteer;
- (b) *Terms and Conditions* including the duration, hours, expenses, insurance, etc., relating to the placement;
- (c) a *Specification*, outlining the relevant experience, skills, knowledge, abilities and equal opportunity awareness necessary to carry out the role effectively.

4.3 STEP 2:

The prospective Volunteer will be invited to a meeting with the intended line manager

and at least one Trustee, Director or member of the Management Committee. Using the *Role Outline* and the *Specification* the parties will engage in a two-way discussion of the proposed role, of its requirements and of each other's expectations, with a view to assessing mutual suitability. Following the meeting, a decision will be made within one week regarding the individual's suitability for the particular role.

4.4 STEP 3:

Prior to commencing their placement, successful Volunteers must provide a reference from a suitable person (excluding relations) attesting to their character and suitability for the position.

4.5 STEP 4:

Prior to commencing their placement, each successful Volunteer shall be formally allocated to an existing employee or volunteer who will manage and supervise the Volunteer throughout the duration of her/his placement. The manager's responsibilities will include ensuring that the Volunteer receives the following:

- (i) a planned induction to the organisation/group;
- (ii) regular supervision and support sessions;
- (iii) positive feedback on their contribution;
- (iv) adequate office accommodation, equipment and services to perform their tasks effectively.

5.0 Equal Opportunities

5.1 _____ recognises that the activity of volunteering can provide a volunteer with experiences and opportunities for self and career development. In accordance with our Equal Opportunity Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. In addition, the *Specification* must set out the equal opportunity dimension and any specific equality requirements of the role. Where, during the Assessment Meeting (paragraph 4.3) a prospective Volunteer demonstrates hostility to, or a clear lack of support for equal opportunity policy, she/he will be deemed automatically to be unsuitable for a volunteer position.

6.0 Termination

6.1 Where appropriate, the role and placement of the Volunteer may be terminated by the Trustees, Directors or Management Committee at one week's notice, or immediately, where behaviour equivalent to gross misconduct has occurred. In all cases the Volunteer will be entitled to an explanation of the decision and action taken.

7.0 Discipline and Grievance

7.1 Volunteers will not be subject to disciplinary procedures. Correspondingly, Volunteers will not have access to grievance procedures. However, Volunteers will be entitled to use Complaints Procedure. Where appropriate, the complaint will be investigated fully by the Trustees, Directors or Management Committee.

8.0 Expenses

8.1 Volunteers will be entitled to travel expenses, and subsistence allowance, but may not receive payment for any reason.

9.0 Insurance

9.1 Volunteers will be covered by _____'s employers public liability, professional indemnity where appropriate, and personal accident insurance.

10.0 Training and Involvement

10.1 Where a Volunteer is based with us on a day to day basis, she/he will be expected to be involved and included in general staff activities, such a staff meetings and to have general access to the office. Such Volunteers will also be entitled, subject to availability, to undertake two training courses free of charge in a calendar year.

11.0 Monitoring and Review

11.1 It will be the responsibility of the senior member of staff or a designated Director, Trustee or member of the Management Committee to regularly review the operation of this Volunteer Policy to ensure that it is in accordance with our Equal Opportunity Policy.