

An Example Volunteer Policy

Guidance note - Please be aware that this example document has been produced in order to help you to develop your own policy. A wide range of organisations can receive ELDC funding in order to undertake a variety of projects, you will need to amend the document to ensure it is appropriate to the size of your organisation, its general day-to-day activities, and the specific project that you are undertaking.

XXXX Volunteer Policy

Mission statement: to be provided by each organisation.

Why do we involve volunteers?

- ❑ To increase our contact with the local community we serve.
- ❑ To benefit from the skills and perspectives volunteers bring with them.
- ❑ To offer our volunteers new skills and experiences.
- ❑ To ensure that our services meet the needs of our clients.

The following guidelines deal with the practical aspects of involving volunteers at XXXX. More detailed information is available on various aspects of this policy.

Recruitment

- ❑ XXXX will aim to identify worthwhile and satisfying opportunities for volunteers.
- ❑ XXXX will produce a volunteer role description for all voluntary opportunities.
- ❑ XXXX will aim to help any volunteer overcome barriers that may make it difficult for them to volunteer at XXXX.
- ❑ XXXX will operate its Equal Opportunities policy at all times in relation to both recruitment and support of volunteers.
- ❑ Discussions will be held with all prospective volunteers to ensure that their skills and interests are best served by the volunteering opportunity. References will also be taken up.
- ❑ XXXX's volunteers are not introduced to replace paid staff.

Induction

- ❑ All volunteers will be entitled to a structured induction period, to familiarise them with the work of XXXX in general and their own area of work in particular. Training will be offered where it helps them fulfil their role effectively and as funds permit.

- ❑ All volunteers will be asked to sign a Volunteer Agreement which requires them to abide by the rules and principles of the organisation. These will be clearly explained and copies of appropriate policies and procedures made available.
- ❑ All volunteers will be briefed about the importance of maintaining confidentiality and asked to sign a confidentiality statement.

Support and supervision:

- ❑ All volunteers will have a named person as their main contact. They will be provided with regular supervision to feedback on progress, discuss future developments and air any problems. A grievance procedure exists to deal with any unresolved problems.
- ❑ All volunteers are covered by XXXX's insurance policy while they are on the premises or engaged in XXXX's work.
- ❑ Volunteers will be encouraged to claim travel expenses. Reimbursement of other out-of-pocket expenses will be considered where funding permits.
- ❑ XXXX will ensure that volunteers are made aware of health and safety procedures and requirements, and will, as far as practicable, provide a safe environment for volunteers.
- ❑ Volunteers will be encouraged to express their views on matters concerning the organisation. Their opinion will be sought concerning any changes or developments which may affect them.
- ❑ XXXX will respect the confidentiality of volunteers and will not release any information about them without their agreement.
- ❑ XXXX will supply a reference to any volunteer seeking other voluntary work or paid employment.
- ❑ Volunteers will be introduced to staff members, made to feel welcome, valued for what they offer and thanked for their contribution.

Termination

- ❑ XXXX reserves the right to terminate your volunteer relationship. This will be done in writing. XXXX will where possible try and give volunteers at least two weeks notice of termination of the volunteering relationship but has the right to terminate the volunteer relationship without notice at any time without prejudice.
- ❑ If you wish to withdraw from your voluntary role you are asked to give your supervisor as much notice as possible. XXXX would appreciate at least two weeks' notice of you leaving your role but

recognises your right to withdraw at any time without prejudice. You will be offered an exit interview upon leaving your voluntary role at XXXX.

Monitoring and Review

- It will be the responsibility of XXXX to regularly review the operation of this Volunteer Policy and to make sure that it is always in accordance with the Equal Opportunity Policy and current volunteering best practice.

Note: If Working with Children you may wish to include:

Children are vulnerable and need to be kept safe. All volunteers will need to demonstrate to XXXX that they are fit for the role that they are undertaking. For some roles this would require undertaking the taking up of references and the receipt of a relevant CRB check.

A child protection policy should be place in any event.

Some useful websites on writing a volunteer policy

<http://www.volunteering.org.uk>

www.volunteer.ie/managingvolunteers_DevVolPolicyI.htm