

(ORG NAME) Volunteering policy

About us

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Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting likeminded people in the Western Isles. By volunteering for you will be making a positive contribution (org name) relies on volunteers for the delivery of services. In return for the dedication and commitment we gain from volunteers, we aim to make volunteering with us a rewarding and worthwhile experience.

Our Volunteer Policy is underpinned by the following principles:

- (org name) will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to our work.
- (ORG NAME) does not aim to introduce volunteers to replace paid staff
- All staff involved with (ORG NAME) will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- (ORG NAME) recognises that volunteers require a satisfying role and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do fulfil their role effectively.

Practical Guidelines

The following guidelines deal with practical aspects of the involvement of volunteers. More detailed information, including copies of the various documents referred to, are available from

Volunteer Recruitment and Induction Procedure

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Criminal Records Checks

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Support Systems and Communication

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Insurance

Staff and volunteers are covered by the organisation's public liability insurance.

Policies

(ORG NAME) have adopted a range of policies which you should make sure you have read and understand as part of your induction. Copies of the policies are available from Current Policies include; Code of conduct, Health and safety, Equalities, Protection of Vulnerable persons, Recruitment Policy, Complaints Investigations, Issue resolution, Expenses, Data Protection.....

Health and Safety

(ORG NAME)'s health and safety policy and risk assessments are available from
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Confidentiality

Volunteers are bound by the same requirements for confidentiality as paid staff.

Expenses

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Resolving problems

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. Talk to a member of staff first who will hopefully be able to sort it out with you before it becomes a problem, or if you do not feel this will resolve things you can speak to a member of the committee.

Volunteering whilst on benefit

Provided you are claiming benefits in line with Government guidelines, volunteering should not affect your benefits. You need to make sure the only money you receive is to cover your volunteering expenses, such as travel from home to the volunteering location. There are no limits on the amount of time you can volunteer for, as long as you continue to meet the conditions of the benefit or tax credit you are receiving. However, we strongly recommend that you discuss your choice of voluntary work with your benefits adviser before you start, as we would never want your volunteering role to affect any benefits you may receive.

Flexibility

We understand that our volunteers have other responsibilities and commitments and will require flexibility in their volunteering to enable you to do your employed work, care for others, have a break from volunteering, go on holiday and pursue other activities. As far as practical, we can work with you to build this flexibility into our volunteering activities. Please just keep us informed and we will do our best to support you.

Ending

As much as we might want our volunteers to make a long-term commitment, we understand that sometimes you will move on, and we will fully support this. We will always say thank you, we have been known to hold a little goodbye party and will on request provide a reference where appropriate.

Recognition and reward

We could not do the work we do without our volunteers. To acknowledge this our staff will always say thank you and show appreciation for a job well done. The kettle will always be filled and the biscuit tin full. There will always be a listening ear or shoulder to lean on.

We will take opportunities in our newsletter, annual general meetings, website and local and national press to praise the achievements of our volunteers.