



VOLUNTEER POLICY

For South Derbyshire CVS Volunteers

Purpose of this policy

This policy, together with the Volunteer Handbook and other South Derbyshire CVS policies:

- Supports the mission, aims and objectives of South Derbyshire CVS (SDCVS) as defined in its Strategic Plan.
- Formally acknowledges the role of volunteers involved with all SDCVS projects.
- Describes best working practices, defines the rights and responsibilities of volunteers and provides guidelines for all staff in relation to working with volunteers.
- Seeks to encourage and enable, rather than limit the involvement of volunteers.

Volunteer Definition

We define volunteering as:

An activity that involves spending time, unpaid, doing something that aims to benefit the environment or individuals or groups other than (or in addition to) close relatives.

Volunteering Values/Principles

- SDCVS recognises the value of volunteer participation in helping achieve its strategic aims and extend the delivery of services offered. Furthermore SDCVS believes volunteers enhance the credibility of the organisation.
- SDCVS believes the interests, life experiences and diverse skills of volunteers can complement that of other team members.
- SDCVS believes that volunteers can bring a different and fresh perspective to its work, often one that reflects the views of the local community.
- SDCVS is committed to making volunteering a worthwhile and enjoyable activity that benefits both the volunteer and the organisation.
- Volunteers may carry out similar tasks to paid staff in order to:
 - (a) develop their skills and experience; and
 - (b) support the work of staff in order to enhance the services.

SDCVS will not substitute paid employment with volunteering opportunities where funding is available.

- Volunteers will be given information, support, training and development opportunities by SDCVS.

Each volunteer will have a named person who manages and supports them in their role.

- The role and relationship between SDCVS and the volunteer will be by mutual agreement.

Recruitment and selection

SDCVS will ensure recruitment and selection of volunteers is carried out fairly and will follow the SDCVS recruitment and selection process.

Enough information will be provided both about the specific opportunity and SDCVS to allow a potential volunteer to make an informed decision about what they want to do.

In the event that the opportunity of their choice turns out to be unsuitable for the volunteer, he or she will be given a reasoned explanation and, where possible, a different volunteer role suggested. If this is not possible they will be referred to the Volunteer Centre service to help them find another volunteer opportunity that better meets their skills and needs.

Volunteers will be asked to fill in an application form giving information about themselves, their reasons for volunteering and what they need from the organisation.

Volunteer interviews will be informal and conducted by the Project Co-ordinator or other appropriate person within SDCVS.

Two character references will be required for all SDCVS volunteers. An enhanced DBS with blocking list check will be required for volunteer roles that are regulated activities.

Personal Information

Volunteers will be required to provide only relevant personal information and will be told why it is needed. The information will be kept in a secure and responsible manner; it will only be shared within the organisation with people where necessary and will not be shared outside the organisation without permission (the only exception would be where someone's safety is at risk). Volunteers have the right to see a copy of personal information we hold about them.

Support, Training and Development

All volunteers will be expected to attend an induction to SDCVS and an induction to their specific volunteer role.

SDCVS will ensure that all volunteers have access to training and development opportunities relevant to their roles to comply with legislation and internal policies; in particular *Health and Safety, Diversity and Confidentiality*.

All volunteers will receive appropriate support and supervision sessions from their volunteer coordinator. The frequency of supervision sessions will be specific to the volunteer role and will be included in Handbooks/ induction information. Expenses will be paid to ensure that volunteers are not out of pocket. Please refer to the Volunteer Handbook for details.

Other CVS policies

In addition to the Health and Safety, the Diversity and the Confidentiality policies, volunteers will be encouraged to read the other SDCVS policies listed below. We will ensure policies relevant to your role will be available:

- Problem solving policy and procedures for volunteers
- Policy and procedures for undertaking staff & volunteer checks
- Adult protection policy and procedures
- Safeguarding children policy and procedures
- Lone working policy for volunteers
- Smoking Policy
- Relationship Policy
- Equality and Diversity.

Health and Safety

All volunteers will be required to read and comply with the SDCVS Health & Safety Policy and sign to confirm they understand it.

Diversity

South Derbyshire CVS is committed to treating people fairly and equally, preventing discrimination and respecting and valuing the differences between people. All volunteers will be expected to follow our Diversity Policy and uphold this ethos while they are volunteering with us.

Confidentiality

All volunteers will be asked to read and comply with the SDCVS Confidentiality Policy and sign to confirm they have done so.

Volunteer Agreement

All volunteers will be required to sign a Volunteer Undertaking which sets out their rights and responsibilities associated with volunteering at SDCVS.