



## Volunteering Policy

### Policy Statement

Rotherfield St Martin is a registered charity, which exists to prevent isolation and loneliness and to keep our community connected. Run by a small team of staff and trustees, volunteers play a pivotal role within the charity.

Rotherfield St Martin is committed to involving volunteers directly to:

- Contribute to the delivery and continuity of services
- Make sure we are responsive to the needs of members
- Provide different skills and perspectives
- Offer opportunities for community spirit to flourish

This volunteer policy sets out the principles and practice by which Rotherfield St Martin involves volunteers. All other policies can be accessed by volunteers on our website at [www.rotherfieldstmartin.org.uk](http://www.rotherfieldstmartin.org.uk). All volunteers will be supplied with a Volunteer Handbook and online volunteer training. The main point of contact for all volunteers is our Volunteer Coordinator.

### Principles

Rotherfield St Martin:

- Recognises that voluntary work brings benefits to volunteers themselves, to members, trustees and staff.
- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the charity's work.
- Expects that staff will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- Will endeavour to identify and cover the costs of involving volunteers.
- Recognises that the management of volunteers requires designated responsibilities within specific posts.

- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure volunteering opportunities are as accessible as possible.

### **3. Recruitment**

Recruitment of volunteers will generally be from all sections of the community and will be in line with the Equal Opportunities Policy.

People interested in becoming volunteers with Rotherfield St Martin will be invited for an informal talk with the Volunteer Co-ordinator about the opportunities available to them and their appropriateness to fulfil that role. If appropriate, they will be given a Volunteer Application Form and general information about the organisation and specific information on the volunteer post in which they are interested.

All volunteers will be asked to complete the Application Form and to supply details of two referees.

Every volunteer will be vetted for suitability . For volunteer roles which involve direct contact with vulnerable adults, Rotherfield St Martin has a legal obligation to ensure that volunteers are not barred from working with adults or vulnerable groups. Volunteers will be asked to complete a Disclosure and Barring Service (DBS) check. This information will be dealt with in the strictest confidence.

### **4. Volunteer Agreements and Voluntary Work Outlines**

Volunteers will be required to sign a volunteer agreement to demonstrate that they understand the requirements and responsibilities of the role.

### **5. Induction and Training**

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.

### **6. Support**

Volunteers will be assigned a named contact person who will provide regular support. Support sessions will provide the opportunity for ongoing dialogue about the development of the volunteering role and any advice, support and guidance as needed.

## **7. The Volunteer's Voice**

Volunteers will be consulted in decisions that affect them. Rotherfield St Martin is committed to developing consultation and representational procedures for volunteers.

## **8. Records**

Minimum details will be kept on volunteers in line with GDPR. This will include the application form, references and result of DBS check. Information will be stored electronically on a password protected database and in paper format in a locked filing cabinet. All records are kept in accordance with Rotherfield St Martin's confidentiality policy and will not be shared with third parties.

## **9. Expenses**

Rotherfield St Martin will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.

## **10. Insurance**

Volunteers will be covered by RSM insurance while carrying out agreed duties.

## **11. Health and Safety**

Rotherfield St Martin will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare whilst volunteering in accordance with the Charity's Health and Safety policy.

## **12. Equal Opportunities**

Volunteers and staff will work in accordance with Rotherfield St Martin's Equal Opportunities Policy and will prevent discrimination on any grounds.

## **13. Problems & Whistleblowing**

Rotherfield St Martin has a policy to help deal with grievances that volunteers may have. In line with this policy volunteers have the right to discuss any concerns they may have with their named contact at any time.

## **14. Endings**

When volunteers move on from their role at Rotherfield St Martin they will be asked to provide feedback on the volunteering experience by way of an exit questionnaire. They will also be given the opportunity to discuss their responses to the questionnaire more fully with their designated contact person. On the basis of their voluntary work, volunteers will have the right to request a reference. Volunteers will be supported to move on to other options.

## 15. Disciplinary Issues

A volunteer commits a disciplinary offence if they do any of the following: a. fail to maintain and observe the professional standards expected of them; b. fail to abide by any of the charity's policies and procedures. If someone is found to have committed an offence they will be dismissed from their posts with the reason as to why they have been dismissed.

## 16. Monitoring and Evaluation

Rotherfield St. Martin will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy. This policy will be reviewed annually.

### Our commitments:

This policy was written/reviewed by	Volunteer Maxine Pancaldi/ Staff Vicky Cheeseman
Adopted by	Trustees of Rotherfield St Martin
Date	16 April 2018
Last Reviewed	6 <sup>th</sup> April 2022
Review Date	5 <sup>th</sup> April 2023