

Volunteering Policy



Policy Statement

Rotherfield St Martin (RSM) 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 RSM involves volunteers. All other policies can be accessed by volunteers on our website at 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.
- 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 our Equal Opportunities Policy.

People interested in becoming volunteers with RSM 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.

RSM is committed to safe recruitment and all volunteers will be asked to complete our application form, supply details of two referees and have a DBS check (for roles which involve direct contact with vulnerable adults). This information will be dealt with in the strictest confidence.

4. Volunteer Agreements and Voluntary Work Outlines

Volunteers will be required to sign our Volunteer Induction checklist 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

Our Volunteer Coordinator will provide support as needed and will invite all volunteers to quarterly Volunteer meetings to provide group support and involve volunteers in decision making.

7. The Volunteer's Voice

Volunteers will be consulted in decisions that affect them. RSM 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

RSM 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 RSM's Equal Opportunities Policy and will prevent discrimination on any grounds.

13. Problems & Whistleblowing

Our volunteers can speak/write to our Volunteer Coordinator with any concerns that they have. All concerns will be taken seriously and dealt with in a timely manner. RSM has a Whistle Blowing policy.

14. Endings

When volunteers move on from their role at RSM they will be asked to provide feedback with our Volunteer Coordinator. 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: fail to maintain and observe the professional standards expected of them; fail to abide by any of RSM'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 or as legislation dictates.

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 th April 2023 Iona Baily 12 Aug 24 - VC
Review Date	12 Aug 2025