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Volunteering Policy

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**1. Introduction**

The Community Trust is committed to supporting volunteers in the community and to increasing volunteering in within other organisations throughout the local area.

The Community Trust is committed to developing the workforce, to help people start, stay and succeed in community sports development.

**2. Purpose of the policy**

This policy is to ensure that there is fairness and consistency when involving a diverse group of people. Being able to refer to a written policy ensures that decisions are not made on an ad hoc basis.

**3. Vision for volunteering**

3.1 Staff will consider involving volunteers when planning, monitoring and providing services to volunteers and providers to The Community Trust.

3.2 Volunteering with The Community Trust will enhance the volunteer experience and allow staff to gain recognition for their volunteering activities in the community.

**4.** **Definition of a volunteer and volunteering**

4.1 A ‘volunteer’ is defined as someone who commits time and energy for the benefit of others, who does so freely, through personal choice and without expectation of financial reward, except for the payment of out-of-pocket expenses.

4.2 ‘Volunteering’ is defined as an unpaid activity with a charity or not for profit organisation that makes a difference to the wider community. It involves doing something that improves the environment or helps members of that community.

**5.** **Benefits to Volunteers**

· Gives an opportunity to meet like-minded people

· Gives something worthwhile to do with spare time

· Gives an opportunity to those who have a passion for helping others achieve

· Gives an opportunity to gain and develop skills and experience which can be used on CV

· Gives an opportunity to stand out from the crowd with more than just a degree from your time at university

· Gives an opportunity to help meet The Trusts goal of social responsibility and social impact

6. **Benefits to Providers**

· Potential to fill vacant volunteer roles within the organisation

· Potential to recruit volunteer Community Coaches

· Potential to recruit volunteer administrator, website designers and manager, financial minded volunteers to help with new or on-going projects

· Potential for a continuous supply of willing volunteers.

7. **Opportunities for volunteers**

7.1 The Community Trust will offer a range of opportunities in the community within various organisations throughout the Wyre area. Each role will be advertised via the Trust’s website directly by those organisations who are providing them.

7.2 Volunteers will apply for opportunities directly with the providers via the Trust’s website. Providers will accept and contact volunteers about opportunities through the Trust’s website.

8. **Expenses**

8.1 We value our volunteers and want to ensure that there are no barriers to volunteer involvement All out of pocket expenses, if required, will be reimbursed, including travel.

8.2 All volunteers should be encouraged to claim expenses. This is their entitlement and enables people on low income and benefits to get involved. It also helps us to measure the cost of the volunteer programme.

9. **Support**

9.1 Volunteers and providers will be made aware of two points of contact in the community office for The Community Trust.

9.2 The Trust will support volunteers to ensure the best possible matching of skills and personal interests and goals.

9.3 Volunteers and providers will be made aware of hours when these contacts are available.

9.4 All volunteers will have appropriate induction, training and development. This will be supported by mentoring through a member of staff from The Community Trust.

9.5 Volunteers will be offered the opportunity to attend personal development reviews and to access help building a portfolio where this is relevant.

9.6 Volunteers will be able to carry out their duties in safe, secure, healthy environments.

9.7 Volunteers will contribute to the development of volunteering policies and procedures.

9.8 Volunteers will be subject to the relevant Disclosure and Barring Service (DBS) checks, where it is relevant to the role and required by law and given training as appropriate.

9.9 The Trust will ensure robust safeguarding and protection policies are in place.

9.10 Volunteers will be supported where reasonable expenses are incurred.

9.11 The Trust will work in partnership with key organisations to maximize volunteering opportunities and experiences.

9.12 The Trust recognises the vital role of volunteering as a means to career progression and professional development.

10. **Risk Management**

Every person has the right to work in a safe environment. To enable this to happen, volunteers are covered in the following ways:

· Risk assessments will be carried out by The Community Trust for activities which the office is responsible for.

· Risk assessments will be carried out by providers on activities at/ with their clubs/ organisations

· Volunteers are covered by the insurance policy and by the public liability policy of the provider

· Volunteers have the same responsibilities and guarantees as employees in terms of health and safety

11. **Data Protection**

Volunteers can be reassured that The Community Trust only asks for information that it really needs and that it will keep the information securely, limit access to it and will not pass their details on without consent unless legally obliged to do so.

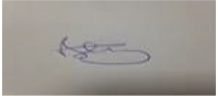
12. **Grievances**

All grievances should be resolved openly, fairly and quickly to:

· Protect our volunteers

· Minimise any disruption to staff and other volunteers

· Demonstrate that our organisation respects volunteers

**Signed**: 

**Name**: PETE MURPHY

**Role**: Chair of Trustees

**Dated**: December 2018

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