

Swalcliffe Village Charity - Volunteer Policy

1. Introduction

1.1 Swalcliffe Village Charity exists for the charitable benefit of the inhabitants of Swalcliffe and the surrounding area, including the provision of facilities for recreation or leisure.

1.2 In line with this mission the Charity seeks to involve volunteers to ensure:

- it has enough resource to deliver on agreed objectives and plans;
- provide new skills and perspectives;
- increase contact with the local community.

2. Principles

2.1 This Volunteering Policy is underpinned by the following principles:

- the Charity will ensure that volunteers are properly integrated into the work for the Charity;
- the Charity expects that trustees will work positively with non-trustee volunteers and, where appropriate, will actively seek to involve them in their work;
- the Charity recognises that volunteers require satisfying work and will seek to help volunteers meet these needs, as well as providing support for them to do their work effectively where this is considered necessary.

3. Practice guidelines

3.1 The following guidelines deal with practical aspects of the involvement of volunteers.

Recruitment - All prospective volunteers will be chosen based on their expertise, willingness, suitability and how best their potential might be realised;

Expenses - All volunteers will have the ability to claim travel and other expenses consistent with agreed policy.

Support - All volunteers will have a named trustee as their main point of contact.

The volunteer's voice - Volunteers are encouraged to express their views about matters concerning the Charity and its work.

Insurance - All volunteers are covered by the Charity's insurance policy whilst they engage in any work on behalf of the Charity.

Health and safety - Volunteers are covered by the Charity's Health and Safety Policy.

Equal opportunities – The Charity operates an equal opportunities approach in respect of both volunteers. Volunteers will be expected to commit to this approach.

Problem solving - We aim to identify and solve problems at the earliest possible stage. Any complaints either by or about volunteers should be made at the earliest opportunity to the Chair or in the event the Chair is involved, another trustee.

Confidentiality - Volunteers will be bound by the Charity's agreed confidentiality and data security policies.