



# VOLUNTEER POLICY

## 1. Introduction

- 1.1 The Foundation is committed to working with volunteers and to treating individual volunteers fairly and consistently. Reference to this Policy will ensure that decisions are not made on an ad hoc basis and that each volunteer is treated equitably. It will also help to ensure that staff and Trustees fully understand why volunteers are involved and their role within the organisation.
- 1.2 Recruiting and selecting the right volunteers is of paramount importance to the continued success of the Foundation. The procedure set out in this paper - together with the various policies applied by the Foundation - sets out how to ensure, as far as possible, that the best people are recruited on merit and that the recruitment process is free from bias and discrimination. By following the policy the Foundation also seeks to ensure that it upholds its commitment to equal opportunities.

## 2. The Foundation's relevant Policies

- 2.1 This policy takes account of:
  - Relevant statutory requirements including the Sex Discrimination Act 1975, the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 1995, the Data Protection Act 1998, and the Codes of Practice relating to them;
  - Advice on good practice from the National Centre for Volunteering;
  - Relevant policies of the Foundation.
- 2.2 It is the Chief Executive's responsibility to ensure that this procedure is carefully followed. He or she should make staff and Trustees aware of the obligation to familiarise themselves with, and follow, this policy.

## 3. Recruitment

- 3.1 Volunteers will be recruited by a variety of means, both proactive and reactive, including advertising in a variety of formats, recommendation and word of mouth. A simple application form will be used, as detailed in Appendix 1. All candidates will be interviewed by at least one member of the Foundation's senior staff team. Two references will be

taken up for each potentially successful candidate. Candidates with potential, but who are not suited to the role applied for, will, with their agreement, be placed on a reserve list for consideration for alternative and more suitable roles as and when they arise. Unsuccessful candidates will be notified as soon as possible and feedback will be provided. As none of the Foundation's volunteers will be in direct contact with vulnerable groups or individuals, CRB checks are not required.

- 3.2 The Foundation is firmly committed to diversity in all areas of its work. There is much to be learned and profited from diverse cultures and perspectives and diversity will make the organisation more effective in meeting the needs of its stakeholders. The staff and Trustees are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued and where those with diverse backgrounds and experiences are able to participate and contribute. Our progress towards diversity will be regularly evaluated and monitored.

#### **4. Induction and Training**

- 4.1 All volunteers who have been accepted will go through an induction process, either individually or collectively. This process will include briefings on The Foundation, its aims and objectives, its relevant policies and procedures and information of specific areas relevant to the volunteer's role. Training relevant to the volunteer's specific role will be provided.

#### **5. Expenses**

- 5.1 All appropriate volunteers' expenses will be reimbursed. The Foundation's standard Expenses Claim Form should be used and, where appropriate, receipts should be attached. Examples of expenses that can be claimed are bus or train fares, mileage (at 39.5p per mile) parking and care costs. Payment will either be made by BACS or a cheque.

#### **6. Supervision and Support**

- 6.1 All volunteers will be supported by a named member of staff. Each will have a Job Description and Terms of Reference will be in place in relation to each volunteering opportunity. Individual volunteers are required to sign an annual Agreement which outlines their roles and responsibilities within the organisation.

#### **7. Insurance**

- 7.1 Volunteers are covered by the Foundation's Employer's Liability Insurance Policy.

#### **8. Policies**

- 8.1 As part of their induction process, all volunteers are made aware of the following Policies:

- Health and Safety Policy
- Equality and Diversity Policy
- Confidentiality Policy
- Conflicts of Interests Policy

- Child Protection Policy
- Complaints Policy
- Staff Grievance Procedure
- Disciplinary Policy and Procedures

As part of their Agreement, volunteers will confirm that they have had a copy of them and accept that they will abide by their terms.

**- END -**

## **APPENDIX 1**

- 3 -

Date of review: July 2010  
Approved:  
Next Review Date: July 2011

## VOLUNTEER APPLICATION FORM

Name:	Date of Birth:
Address:	Home Telephone: Work Telephone: <i>(if convenient)</i> Mobile:
Email:	

Please give names and addresses of two people we may approach for a reference, neither of whom should be a relative or a personal friend.

Name:	Name:
Job Title: <i>(if applicable)</i>	Job Title: <i>(if applicable)</i>
Address:	Address:
Tel no:	Tel no:

### DECLARATION

I declare that the information on this form is true and complete. I understand that any wilful mis-statement or omission renders me liable to dismissal if engaged.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: Devon Community Foundation, The Factory, Leat Street, Tiverton, Devon EX16 5LL Tel: 01884 235887 Registered Charity Number 1057923  
e-mail: [admin@devoncf.com](mailto:admin@devoncf.com) Website: [www.devoncf.com](http://www.devoncf.com)

<b>DATES</b>		<b>DETAILS OF CURRENT OR PREVIOUS VOLUNTARY WORK</b>
From	To	
		<p><b>(continue on a separate sheet if necessary)</b></p>

**INFORMATION IN SUPPORT OF YOUR APPLICATION**  
*(continue on a separate sheet if necessary)*

Why would you like to be a volunteer with Devon Community Foundation? What qualities and experience do you think you can contribute?