

# **LEADA**

**VOLUNTEER  
POLICY  
APRIL 2018**

# Volunteering Policy

## 1. Introduction

LEADA Cambs CIC aim to involve people effectively in volunteering to support the work they do with children, young people and adults as part of their commitment to help enrich their communities.

LEADA Cambs CIC is committed to involving volunteers directly within the organisation to:

- Contribute to the delivery of our services
- Make sure we are responsive to the needs of our users.
- Provide different skills and perspectives.
- Offer opportunities to develop skills and confidence
- Offer the opportunity to gain work experience

This volunteer policy sets out the principles and practice by which we involve volunteers.

## 2. Principles

LEADA Cambs CIC:

- Recognises that voluntary work brings benefits to volunteers themselves, to service users and to paid staff.
- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the organisations work.
- Will not introduce volunteers to replace paid staff.
- Expects that staff at all levels 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 our 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 LEADA Cambs CIC Equality and Diversity policy. Positive action in recruitment may be used where appropriate.

People interested in becoming volunteers with LEADA Cambs CIC will be invited for an informal talk with the appropriate contact person. They will be given an information pack including general information about the organisation and specific information on the volunteer post in which they are interested.

All volunteers will be asked to complete a simple registration form appropriate to the role that they are applying for and to supply two references. Where applicants are not placed in the role applied for, they will be provided with feedback and given the opportunity to discuss alternative volunteering roles.

Every volunteer role will undergo a risk assessment. All volunteers working directly with children, young people and vulnerable adults will be required to have an enhanced DBS certificate. LEADA Cambs CIC will apply for this certificate at no cost to the volunteer if the volunteer does not already hold one within the last 3 years. Volunteers will also be expected to attend annual safeguarding training.

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

Volunteers will receive a role description and volunteer agreement containing full information about their chosen area of work and a clear idea of their responsibilities and the volunteer's responsibilities to them.

#### **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.

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

Volunteers will be consulted in decisions which affect them and welcome feedback and suggestions to make improvements.

#### **8. Records**

Minimum details will be kept on volunteers. This will include the registration form, references, DBS certificate dates and any other relevant information.

#### **9. Expenses**

LEADA Cambs CIC will enable volunteers to claim out of pocket expenses as necessary.

#### **10. Insurance**

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

#### **11. Health and Safety**

LEADA Cambs CIC will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while at work in accordance with their Health and Safety policy.

## **12. Equal Opportunities**

Volunteers and staff will work in accordance with LEADA Cambs CIC Equality and Diversity policy and will prevent discrimination on any grounds.

## **13. Problems**

LEADA Cambs CIC has a responsibility to help deal with grievances that volunteers may have. 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 LEADA Cambs CIC 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 a member of the management team and will have the right to request a reference. LEADA Cambs CIC will deal with fairly and without prejudice any disciplinary issue regarding a volunteer.

## **15. Monitoring and Evaluation**

LEADA Cambs CIC will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.

This policy will be reviewed bi-annually.

Dated 15<sup>th</sup> April 2018