



## Policy: Volunteer

This policy covers the **relationship** Volunteers have with us. Note, this is **not about training and mentoring** of a Volunteer, it is about **policy (rules)**.

### 1. WHAT IS A VOLUNTEER

- 1.1. A Volunteer **is not an employee** and will **not** have a contract of employment.
  - 1.1.1. The Charity **does not** contribute to PAYE or NIC for the Volunteer.
- 1.2. Volunteering is defined as **unpaid activities freely offered**.
- 1.3. Volunteering is a choice **freely made by each individual**.
- 1.4. Volunteers **are not** under contract but a **pledge**.

### 2. PRINCIPLES

- 2.1. Volunteers are a **valuable resource**. We call them **awesome people**.
- 2.2. We need to set out the standards for this relationship so it may function properly.
- 2.3. Society benefits greatly from Volunteering we must keep sight of the gift being given.
  - 2.3.1. Volunteers must be treated with the utmost respect.
  - 2.3.2. The absence of employment contracts **does not stop enforcing good practice**.
- 2.4. We **recognise the benefits** that Volunteers brings to our Charity.
  - 2.4.1. In terms of their skills, knowledge and personal experience.
- 2.5. Will ensure that mechanisms are in place for Volunteers to contribute to our work.
- 2.6. We recognise the need to promote learning and personal development of our Volunteers by **providing appropriate training and support**.
- 2.7. Volunteer management requires **designated responsibilities**.
- 2.8. Will endeavour for opportunities to be accessible for all Volunteers.
  - 2.8.1.1. Such as providing extra support for disabled Volunteers.

### 3. RECRUITMENT

- 3.1. Volunteers are recruited in accordance with our [Equal Opportunities Policy](#).
- 3.2. Information about our organisation and volunteer roles will be displayed on our website.
- 3.3. Our Volunteer Coordinator will discuss opportunities and interview potential Volunteers.
- 3.4. Volunteers may apply using the form on our website.
- 3.5. A self and basic disclosure (Disclosure Scotland) will be carried out for all Volunteers.
  - 3.5.1. Will be carried out in confidence and does not necessarily prejudice an application.
- 3.6. All Volunteers are required to complete a Volunteer pledge, and supply **two references**.
- 3.7. Volunteers will be inducted and monitored using our [Safeguarding Policy](#).
- 3.8. Volunteers, specifically recruited as drivers, are required to have a valid driving licence and adequate insurance cover.

### 4. EXPENSES

- 4.1. We will endeavour **to identify and cover the costs of involving Volunteers**.
  - 4.1.1. While Volunteers operate for free we can't expect the economy at large to do so.
- 4.2. Expense are paid at **£10 a day**.
  - 4.2.1. It should be noted to employ a person would much more.
- 4.3. Expenses **may be waived** by the Volunteer.
  - 4.3.1. We will not encourage this as **time is a greater gift**.
- 4.4. Expenses will be paid by petty cash **unless over £50**; which will be paid by bank transfer.
- 4.5. Reimbursement of out of pocket expenses is **not** subject to tax or national insurance deductions.
- 4.6. Receipts will be uploaded to our **Expensify to release funds**.

### 5. CONSULTATION

- 5.1. As a Charity we will always value the opinions of Volunteers and are committed to consultation to improve.
- 5.2. Access to the Charities Trustees will be possible to any Volunteer.

### 6. PLEDGE

- 6.1. Our pledge will be to be familiar with and **follow the Charites Policies** (published on our website) and to **be as awesome a Volunteer as you can be**.

## 7. DATA

7.1. All data held on Volunteers will be recorded in accordance with our [Data Protection Policy](#).

## 8. INSURANCE

8.1. We'll take all reasonable steps to protect our volunteers from **public liability** while on duty through our [Insurance Policy](#).

8.2. This insurance will not cover **unauthorised actions**.

## 9. HEALTH AND SAFETY

9.1. Volunteers at all times will be familiar with and follow our [Health and Safety Policy](#).

## 10. CONFIDENTIALITY

10.1. Volunteers are required to familiarise themselves with their obligations and responsibilities in relation to confidentiality as detailed in our [Confidentiality Policy](#).

## 11. CONFLICT OF INTEREST

11.1. Volunteers at all times will be familiar with and follow our [Conflict of Interest Policy](#).

## 12. EQUAL OPPORTUNITIES

12.1. Volunteers at all times will be familiar with and follow our [Equal Opportunities Policy](#).

## 13. RESOLVING PROBLEMS

13.1. The Volunteer Coordinator will discuss any issues that Volunteers may have and endeavour to resolve them in a timely manner in accordance with our [Grievance Discipline and Dismissal Policy](#).

13.2. If the Volunteer Coordinator or is unable to resolve these issues, a **Trustee will be contacted for advice**.

13.2.1. Trustees have **access to the Charities legal advice** and may seek advice to pass back down the chain.

## 14. EXIT & TERMINATION

14.1. Volunteers may exit and serve connection at anytime for any reason with notice.

14.1.1. Notice will be written communication (text / email / letter) of their intention.

14.1.2. No requirement for a notice period; termination will be when notice is received.

14.2. We will ask volunteers to provide feedback on their experience when they leave the organisation so we may continue to improve.

## 15. INTELLECTUAL PROPERTY RIGHTS

15.1. Work carried out by the Volunteer such as preparing documents, spreadsheets, reports and awareness campaigns (such as strategy, posters, brochures, website, code) or any such work is the **intellectual property of the Charity** and will remain as part of their contribution to the Charity **with no rights given to the Volunteer**.

15.2. Credit of the work done for the Charity may be given, or thanks included in any Charity work.

## 16. MONITORING

16.1. We will monitor and evaluate our Volunteers for compliance of all Charity policies.

## 17. BREAKING POLICY

17.1. Breach of this policy will trigger the [Grievance Discipline and Dismissal Policy](#).