



Colne Valley Help Volunteer Policy And Agreement

January 2021

Review date before: 21 January 2023

Colne Valley Help – Volunteer policy and agreement

Outline

The aim of this policy is to produce a clear framework for the use of volunteers working in Colne Valley Help (afterwards referred to as CVH). The policy is intended to help promote a constructive partnership between volunteers and CVH.

It is the responsibility of CVH to protect volunteers by making sure that they are well looked after, that they are fit to work and are treated with respect and dignity.

It is the responsibility of volunteers to abide by the values, principles and policies which form the framework of CVH.

Introduction

A volunteer is someone who is working in an unpaid capacity as part of a planned program of activity. People volunteer for a variety of reasons and can contribute in a range of ways according to individual needs and talents that they bring.

CVH recognise that volunteers offer a valuable resource by giving their time and dedication without pay.

Policy Statement

The board of Trustees and Management are committed to the following policies for all staff and volunteers and request that they are referred to:

- Equal opportunities
- Dignity at work
- Health and safety procedures

Equal Opportunities

CVH are committed to the development of equal opportunities and believe that opportunities should be open to all regardless of social class, gender, gender identity, sexual orientation, disability, age, marital status, religion, colour, race or ethnic or national origin.

Recruitment and Selection

Volunteers will be recruited and selected according to their suitability in helping meet the needs of the operations team. Volunteers should normally be over 18. If an applicant is under 18, they will be supported with sufficient guidance and support to enable them to fulfil their role. All prospective volunteers will be asked to make a declaration and sign an agreement document (see attached appendix). They will be interviewed (informally by the manager and members of the board) and then approved volunteers will be inducted into the work.

Volunteer Agreement

All new volunteers should sign an agreement which lays out general and specific expectations. This does not amount to a contract of employment, but clearly sets out what either party can expect from the other.

General Expectations

Volunteers should:

- Have the right to be made welcome and to feel involved and valued.
- Be expected at all times to promote a spirit of co-operation with other team members and the customers. They are expected to acquaint themselves with and work in accordance with all appropriate policies, guidelines and procedures. These will be covered as part of the induction procedure.
- Receive regular supervision and support during induction.
- Undertake only those tasks and responsibilities as arranged and agreed.
- Respect confidentiality at all times.
- Take responsibility for providing feedback and information to team and board members
- Report all accidents, serious incidents or damage to equipment immediately to the manager or a board member.
- Have the right to be elected on to the board in the same way as any other interested party.
- Have the right to withdraw volunteering services without notice.

Specific Expectations

The term of agreement will specify, without being inflexible:

- The timetable during which the volunteering will take place.
- The name and contact details of the person responsible for their induction.

Expenses

Subject to prior agreement, any eligible costs incurred during volunteering will be reimbursed.

Insurance

Public Liability cover is in force to protect the volunteer's legal liability for third party injury or property damage arising in connection with the work.

Conclusion

This policy was formally agreed and adopted by the Board of Trustees of CVH and will be reviewed within 2 years by the board of trustees.

Approved at the board meeting of 15th February 21.

Colne Valley Help – Volunteer Agreement

Name of Volunteer:

<p>The project will:</p> <ul style="list-style-type: none"> • Provide the details of the person who is the volunteer's point of contact • Induct the volunteer in the following: <ul style="list-style-type: none"> • Explain the values and aims of the project • Health and Safety • Accident reporting • Any other relevant information • Provide regular supervision • Involve the volunteer in any relevant meetings or communications 	<p>The volunteer will:</p> <ul style="list-style-type: none"> • Have the right to be made welcome and to feel involved and valued • Be expected to acquaint themselves with and work in accordance with all appropriate policies, guidelines and procedures which will be covered in the induction procedure • Undertake only those tasks and responsibilities as arranged and agreed • Respect confidentiality at all times • Take responsibility for providing feedback and information to relevant team members • Report all accidents, serious incidents or damage to property and equipment immediately
<p>The project expects that the volunteer will:</p> <ul style="list-style-type: none"> • By arrangement in advance work << >>hours a week, • On Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/Sunday. • The name of the volunteer's support for induction is (Contact details) • The volunteer's responsibilities are set out in the document above 	
<p>Signed:..... Date: (on behalf of the project)</p>	<p>Signed:..... Date: (The Volunteer)</p>
<p>In signing this document, both parties understand that this does not constitute a contract of employment and that there was no intention of forming such at the time of signing</p>	

‡ Please delete as applicable.

Colne Valley Help Volunteer agreement

This Volunteer Agreement describes the arrangement between Colne Valley Help and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Part 1: Colne Valley Help

Your role as a volunteer is and starts on (date).

This volunteering role is designed to assist Colne Valley Help by Enter details

What you can expect can expect from Colne Valley Help:

Induction and training

To provide an induction on the work of 'Colne Valley Help its staff, your volunteering role and the induction and / or training you need to meet the responsibilities of this role.

Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
- To do our best to help you develop your volunteering role with us.

Expenses

If you incur any expenses in relation to your voluntary work for Colne Valley Help please speak with the manager before costs are incurred.

Health and safety

We will provide adequate training and feedback in support of our health and safety policy.

Insurance

To provide adequate employee cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by the manager, staff and the board.

Equal opportunities

To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is available on request

Problems

To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us

Part 2: The volunteer

We expect you:

- To help Colne Valley Help fulfil its role/function/services which you will be helping with
- To perform your volunteering role to the best of your ability
- To follow the charities procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients
- To maintain as absolutely confidential the information of the organisation and of its clients
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible
- To provide referees if requested and to agree to a Criminal Records Bureau check being carried out where necessary

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.