

VOL02 Volunteering Policy

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1. Introduction

MOWLL recognises that there can be situations in which volunteers' help can make an appropriate and significant contribution to the work and service objectives of MOWLL. This document, the MOWLL volunteer policy, defines the term and sets out the principles, practices and procedures which MOWLL will follow in the appointment, management and control of volunteers.

2. Definition

Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and or with the primary aim of bringing some benefit to the local community. In this sense, volunteers are to be distinguished from students, other work placements, and secondees, where the primary aim is usually for the student or secondee to obtain certain work experience or to carry out work or research in certain areas.

3. Principles

In appointing volunteers MOWLL will adhere to the following principles:

Volunteers will not be engaged in work which facilitates the loss of an existing employee's post, nor on any tasks or projects which (within the past two years) were done by paid employees whose posts have since been deleted;

Volunteers will not be used to do the work of paid staff during an industrial dispute;

Current MOWLL employees will not be engaged as volunteers at MOWLL.

4. Recruitment of Volunteers

Volunteers will be selected through the following process:

4.1. Step 1

The following items must be agreed by the Project Manager, in consultation with the Volunteer Coordinator, Staff and Trustees, before a proposed volunteer placement at MOWLL is implemented:

a role description, outlining the specific tasks, responsibilities and reporting lines of the volunteer;

terms and conditions including the duration, hours, expenses, insurance, etc, relating

to the placement;

a specification, outlining the relevant experience, skills, knowledge, abilities and equal opportunity awareness necessary to carry out the role effectively.

4.2. Step 2

The prospective volunteer may be invited to an initial meeting with the Volunteer Coordinator, the intended line manager and the Project Manager or her/his representative. Using the role outline and the specification the parties will engage in a two-way discussion of the proposed role, of its requirements and of each other's expectations, with a view to assessing mutual suitability. Following the meeting, the MOWLL representatives will make a decision within one week regarding the individual's suitability for the particular role.

4.3. Step 3

Prior to commencing their placement at MOWLL successful volunteers must provide a reference from a suitable person (excluding relations) attesting to their character and suitability for the position.

4.4. Step 4

On commencing their placement at MOWLL, the Volunteer Coordinator will ensure that each successful volunteer receives adequate guidance, training and mentoring throughout the duration of her/his placement at MOWLL. The Volunteer Coordinator's responsibilities will include ensuring that the volunteer receives the following:

a planned induction to Moving On With Life & Learning - the contents of the induction pack are shown in Appendix 1;

regular mentoring and support sessions;

positive feedback on their contribution;

adequate office accommodation, equipment and services to perform their tasks effectively.

The volunteer will provide all necessary documentation required to obtain an Enhanced CRB disclosure and will fill in the Volunteer Information Sheet with all relevant personal details, which will be held in a confidential file.

5. Equal opportunities

MOWLL recognises that the activity of volunteering can provide a volunteer with experiences and opportunities for self and career development. In accordance with MOWLL's equal opportunity policy, volunteer placements at MOWLL will be therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. In addition, the specification must set out the equal opportunity dimension and any specific equality requirements of the role. Where, during the initial meeting (see 4.2 above) a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunity policy, s/he will be deemed automatically to be unsuitable for a volunteer position at MOWLL

6. Termination

6.1. By MOWLL

Where appropriate, the role and placement of the volunteer may be terminated by the Project Manager at one week's notice, or immediately, where behaviour equivalent to gross misconduct has occurred. In all cases the volunteer will be entitled to an explanation of the decision and action taken. The Project Manager will report any such terminations to the Chair of the executive committee.

6.2. By the Volunteer

If a volunteer wishes to leave in order to pursue other activities, he/she will be entitled to a reference or other testimonials from MOWLL covering the period of time spent on the Project. This will include a list of training undertaken, general duties and responsibilities, skills obtained and improved and special projects. In addition, MOWLL will offer any possible support to volunteers to move onto other options, whether directly or through the medium of any of our partner organisations.

7. Discipline and grievance

Volunteers will not be subject to MOWLL's disciplinary procedures. Correspondingly, volunteers will not have access to MOWLL's grievance procedures. However, volunteers will be entitled to use MOWLL's complaints procedure. Where appropriate, the complaint will be investigated fully by the Project Manager or her/his representative.

8. Expenses

Volunteers will be entitled to travel expenses and lunch while at MOWLL, plus any out of pocket expenses incurred as a result of working with MOWLL, but may not receive payment for any reason.

9. Insurance

Volunteers will be covered by MOWLL's employer's public liability, and employee liability indemnity insurance.

10. Health & Safety

Volunteers will be subject at all times to MOWLL's Health & Safety Policy and Procedures.

11. Confidentiality

Volunteers will be subject at all times to MOWLL's Confidentiality Policy.

12. Training and involvement

Where a volunteer is based at MOWLL on a day to day basis s/he will be expected to be involved and included in general staff activities, such as staff meetings, and to have general access to MOWLL offices. Such volunteers will also be entitled, subject to availability, to undertake two MOWLL training courses free of charge in a calendar year.

13. Monitoring and review

It will be the responsibility of the Project Manager to regularly review the operation of MOWLL's volunteer policy to ensure that it is in accordance with MOWLL's equal opportunity policy.

14. Appendix 1

MOWLL Volunteers' Induction Pack

Contents

Welcome Letter

Volunteer Agreement

Volunteer Handbook

Volunteering Policy

Health & Safety Policy

Confidentiality Policy

CRB Policy

Adult Protection Policy

Child Protection Policy

Approved by the Undersigned on behalf of Moving On With Life & Learning Ltd

Signed..... (Chief Executive)..... (Date)

Signed..... (Chair)..... (Date)

Signed..... (Director/Trustee) (Date)

Signed..... (Director/Trustee) (Date)

Signed..... (Director/Trustee) (Date)

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