

Stay Up Late Volunteers

1. Purpose

This policy provides guidelines regarding the Charity's position on volunteers. It defines the role of the volunteer, and outlines the responsibilities for managing volunteers. A written Policy gives formal recognition to the importance of volunteers and ensures that the mutual responsibilities are known and met when volunteers are used.

Definition: Volunteers are people who undertake work on behalf of others outside the family, in their own free time, unpaid and because they have chosen to do so.

Volunteers don't replace paid staff. Volunteers undertake supplementary and additional tasks to paid staff and don't just bring added value to the Charity but are essential to ensuring that we meet our purpose.

3. Responsibilities

All volunteers and staff are required to adhere to this policy and co-operate fully with the administrative systems. We will ensure that:

- a) Volunteers are involved in the most appropriate activity.
- b) Volunteers are welcomed and made aware of their role.
- c) We use volunteer's skills successfully by appropriate selection, training and support.
- d) Health and Safety procedures are followed and compliance with the organisation's policies are adhered to.
- e) Volunteers will be given appropriate emergency contact numbers and relevant procedures to follow in case of an emergency situation. Individual emergency procedures will be agreed on an individual basis at induction and reviewed through supervision by the Project Manager.

Responsibility Of The Charity Towards Volunteers

A general rule of thumb is that volunteers enjoy the same rights as paid staff and equally need to work to the same general expectations as that of paid staff.

- (i) To interview volunteers following receipt of an application form.
- (ii) To take up DBS and personal references.
- (iii) To arrange a specific meeting between the volunteer and the Project Manager in advance to discuss any implications or support needs of an individual – especially when health issues are disclosed by volunteers.
- (iv) To respect the confidentiality of information and elicit the volunteer's express permission before sharing this.

- (v) To provide suitable tasks with sufficient challenge to sustain interests of each volunteer.
- (vi) To provide an induction programme for the volunteer.
- (vii) To provide training, supervision and support by the Project Manager, coverage by insurance and health and safety procedures.
- (viii) To ensure appropriate support and that the views of the volunteer are identified and heard and taken into account when decisions are made.
- (x) To reimburse them for their out-of-pocket expenses.
- (xi) To ensure that the Charity's own staff are aware of the Policy guidelines and induction checklists and are involved in the overall process of including and supporting volunteers.
- (xii) To give clear indications of situations which would terminate the volunteer's placement and notice.
- (xiii) Volunteers will be given guidance and support around specific support issues for any individuals they are working with.

4. Obligations Upon Volunteers

- (i) To have a clear understanding of their rights and responsibilities.
- (ii) To give commitment to the task to be undertaken and their responsibilities.
- (iii) To respect the confidentiality of information.
- (iv) To participate in DBS checks.
- (v) To attend relevant meetings and training as requested.
- (vii) To give reasonable notice of termination of their placement.

It is the Project Manager's responsibility to maintain accurate records of volunteers.