



Colintraive and Glendaruel Development Trust

Volunteer Policy

1. Introduction

The Colintraive and Glendaruel Development Trust (CGDT) intends to involve people in volunteering to help solve real problems and enrich the ColGlen community.

It does this by:

- Providing people with the means to access volunteering opportunities.
- Helping people to actively take part in their community.

CGDT is committed to involving volunteers directly within the organisation to:

- Contribute to the delivery of our services.
- Provide different skills and perspectives.
- Increase our contact with the local community we serve.

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

2. Principles

CGDT:

- 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 undertake 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; 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 volunteer 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 the CGDT's Equal Opportunities Policy. Positive action in recruitment may be used where appropriate.

Where necessary, volunteer roles will undergo risk assessments/ toolbox talks and specific training. For roles with sustained and direct contact with children or vulnerable adults, CGDT has a legal obligation to ensure that volunteers are not barred from working with children or vulnerable groups. Potential volunteers for such roles will be required to join the Protection of Vulnerable Groups (PVG) Scheme, and scheme records and/or disclosure records will be accessed. This information will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for voluntary work.

4. Volunteer Agreements

All volunteers will be asked to sign a Volunteer Handbook that requires them to abide by the rules and principles of the organisation. These will be clearly explained and copies of appropriate policies and procedures made available for specific tasks

Volunteers will be provided with information about their chosen area of work and a clear idea of their responsibilities and the organisation's responsibilities to them.

5. Induction and Training

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken. Volunteers who receive training will be asked to sign and maintain their own personal record of training within the organisation - copies of which will be kept securely in CGDT office.

6. Support

Volunteers can request advice and guidance from the organisation at any time during the volunteering role.

Volunteers will be encouraged to express their views on matters concerning the organisation. Their opinion will be sought concerning any changes or developments which may affect them.

Volunteers will be introduced to staff members, made to feel welcome, valued for what they offer and thanked for their contribution.

7. The Volunteer's Voice

Volunteers will be consulted in decisions which affect them. CGDT is committed to developing consultation and representational procedures for volunteers.

8. Records

CGDT will respect the confidentiality of volunteers and will not release any information about them without their agreement.

9. Expenses

CGDT will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.

10. Insurance

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

11. Health and Safety

CGDT will ensure that volunteers are made aware of health and safety procedures and requirements, and will take all reasonably practicable steps to ensure the volunteer's health, safety and welfare while at work.

12. Equal Opportunities

Volunteers and staff will work in accordance with CGDT's Equal Opportunities policy and will prevent discrimination on any grounds.

13. Problems and termination

Volunteers have the right to discuss any concerns they may have with the organisation.

CGDT reserves the right to terminate the volunteer relationship. This will be done in writing. CGDT will where possible try and give volunteers at least two weeks' notice of termination of the volunteering relationship but has the right to terminate the volunteer relationship without notice at any time without prejudice.

14. Endings

On the basis of their voluntary work, volunteers will have the right to request a reference. Volunteers will be supported to move on to other options.

15. Monitoring and Evaluation

CGDT will monitor and evaluate its use of volunteers with reference to this Volunteer Policy on an annual basis.