

Selsey Community Forum



Volunteers Policy

Aim

Selsey Community Forum places great value on the involvement of volunteers in its work; they enhance the range and quality of services the forum provides by putting their time, skills, knowledge and experience at its disposal. This policy aims to ensure that volunteers are treated fairly, feel valued and are thereby motivated to provide a professional quality to Selsey Community Forum's services.

Role of Volunteers

Before recruiting volunteers, consideration must be given to the appropriateness of the role envisaged, bearing in mind the following:

- ◆ The roles of volunteers and those of staff should be distinct.
- ◆ Work carried out by volunteers should not be such that might jeopardise paid posts.
- ◆ The voluntary role must allow for job satisfaction on the part of the volunteer, as well as meeting a Selsey Community Forum need.
- ◆ Existing staff and volunteers should be consulted on the creation of new roles for volunteers which are likely to affect them.
- ◆ When a role for volunteers is identified, a written role description outlining the general tasks and required skills or qualities should be produced.

Recruitment and Selection

- ◆ Staff should be involved in selecting volunteers who would be working under their supervision.
- ◆ Volunteers should be recruited from the widest possible base and selected accordingly to their own individual ability to perform the required tasks.
- ◆ A written description of the intended role description should be given to volunteer candidates.
- ◆ A volunteer should be invited to commence working for a trial period prior to any longer-term arrangement being agreed.
- ◆ If unable to involve a particular volunteer, the staff responsible for the selection must make the reasons clear in a sensitive manner.

Induction Training

- ◆ All volunteers should be given induction training which includes an explanation of Selsey Community Forum's activities and clear lines of communication as well as on-the-job training in the role for which the volunteer has been selected.
- ◆ On-the-Job training should be given to existing volunteers entering a new role.
- ◆ All induction trainees should be given their own copy of Selsey Community Forum's Staff and Volunteer Handbook for their future reference.

Conditions

- ◆ Volunteers should be consulted on any major organisational, policy or operational changes which affect them.
- ◆ Volunteers will have the same protections provided by all Selsey Community Forum's policies, practices and insurance arrangements as those relating to staff.
- ◆ Provided they are approved beforehand by a manager, reasonable expenses incurred on behalf of Selsey Community Forum, including travel expenses outside the local area (for instance to attend meetings), can be reclaimed using the form at Selsey Community Forum's Staff Policy & Code of Conduct. If a volunteer's own vehicle is involved in the expenses claim, then all relevant legal and insurance requirements for that vehicle, including an individual's driving licence, must be met. The driving licence and appropriate insurance certificate must be seen and noted by the relevant manager.
- ◆ If a grievance arises for a volunteer which cannot satisfactorily be resolved by their manager or project leader, it should be brought to the Chairman. If it cannot be resolved, it will be referred to the Trustee Board for a final decision. (See Selsey Community Forum's Complaints & Grievance Policy.)
- ◆ Every effort will be made to involve volunteers with a special need or disability; if this is not possible, an explanation will be given.
- ◆ Volunteers will be encouraged to make suggestions for improving the quality of the services provided by Selsey Community Forum. (See Selsey Community Forum's Quality Assurance Policy.)
- ◆ Smoking is forbidden in Selsey Community Forum's premises or those which are used for the forum's events and activities. In addition, out of respect for colleagues, volunteers should not enter premises with clothes smelling of smoking.

Other Matters

As part of their induction training, all volunteers should be made aware of Selsey Community Forum's policy in relation to volunteers.

This policy is applicable to all the activities in which Selsey Community Forum is or becomes involved; it is to be reviewed and updated as necessary at least annually.

Associated Form: Volunteer Joining Form

Reviewed and Approved by Trustees: October 2022

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Mike Nicholls, Chair, Selsey Community Forum