



## **Volunteer Policy**

### **1. Introduction**

Friends of Clyne and Melincourt aim to create a community where everyone feels included and respected, and volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to our group.

Within Friends of Clyne and Melincourt volunteers are involved in:

- The steering Committee
- Roles undertaken by volunteers to enhance the look of the community and activities/events for people living in the community.

Friends of Clyne and Melincourt aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

- The tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities.
- The group will comply with the Data Protection Act in the use of data held on all volunteers.
- Volunteers will be provided with regular opportunities to share ideas/concerns with a member of the steering committee..
- All existing and future policies will be checked as to how they affect volunteers.
- Where volunteers incur a cost in their volunteering, where reasonable these expenses will be reimbursed.
- Volunteers will be protected by the groups public liability insurance whilst undertaking volunteering.

### **2. The Purpose of this Policy**

By adopting this policy Friends of Clyne and Melincourt aims to:

- Highlight and acknowledge the value of the contribution made by volunteers.
- Reflect the purpose, values, standards and strategies of the group in it's approach to involving volunteers.
- Recognise the respective roles, rights and responsibilities of volunteers.
- Establish clear principles for the involvement of volunteers; and
- Ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers.

This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required, for the role of volunteers. This document and the associated policy, procedures and guidance provide a framework for the involvement of volunteers.

### **3. Recruitment**

Friends of Clyne and Melincourt will adhere to equalities and diversity when recruiting volunteers. All potential volunteers will be asked to complete a volunteer application form and



agree to the code of conduct. Where there is a requirement for a DisclosureCheck this will be highlighted as part of the recruitment process.

We will expect volunteers to comply with existing policies and procedures.

All volunteers will have an overview of the relevant policies and procedures.

Friends of Clyne and Melincourt will endeavor to accommodate the needs of volunteers.

### **Responsibility**

Overall responsibility for the implementation, monitoring and review of the policy and procedures lies with the Administrator of the Steering Committee. Implementation and adherence to this policy is the responsibility of all volunteers.

Date of this policy 09/07/2024

Date it is due for review

09/07/2025

Signed

Stuart Ure

S A Ure

(Administrator & treasurer)