

### MILFORD ON SEA COMMUNITY CENTRE

#### VOLUNTEERS POLICY

This policy sets out the broad principles for volunteering with Milford on Sea Community Centre (the Centre). It is of relevance to everyone in the organisation and has been adopted by the Board of Trustees.

#### **Our Commitment**

We recognise that the time, energy, skills and experience that volunteers bring to the Centre, and thus to our community, is invaluable; we are committed to involving volunteers in appropriate roles and to creating a mutually beneficial relationship.

#### **Our Values**

The Centre is committed to volunteering and will:

- Ensure volunteers are recognised in the structure of the organisation;
- Take appropriate steps to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers;
- Acknowledge mutual support and reliability concerning our expectations of volunteers and volunteers' expectations of our organisation;
- Acknowledge and value the individual skills, knowledge and experience that each volunteer brings to our organisation.

#### **Coordination of Volunteering**

The nominated person with overall responsibility for the development of volunteering within our organisation is Celia Jones, Trustee. She is assisted by the Volunteer Co-ordinator.

#### **Recruitment**

- Our organisation is committed to equal opportunities and seeks to recruit volunteers from a diverse range of backgrounds.
- Each potential volunteer will be asked to complete a short application form and have a chat with the Volunteer Coordinator and/or the volunteers who supervise a particular area.
- New volunteers will be supported in their role through an induction process to enable them to carry out the tasks to be undertaken.

## **Induction and Training**

- Each volunteer will receive information about our organisation: the work we do, our structure and key policies and procedures.
- Each volunteer will be encouraged to build on existing skills and knowledge through relevant training opportunities.

## **Support and Supervision**

The person responsible for this will vary according to the area in which the volunteer is working.

## **Expenses**

Our volunteers are able to claim reasonable out of pocket expenses, subject to prior arrangement and the production of receipts.

## **Insurance**

Our liability insurance policies include the activities of volunteers. We do not insure the volunteer's personal possessions against loss or damage and it is the responsibility of the volunteers to inform their motor insurance company that they are using their car in the act of volunteering.

## **Rights and Responsibilities**

We recognise the rights of volunteers to:

- Know what is and is not expected of them
- Have adequate support in their volunteering role
- Know what to do if anything goes wrong
- Be free from discrimination
- Have safe conditions for carrying out their volunteering responsibilities
- Be insured
- Receive relevant out of pocket expenses
- Receive training

We expect volunteers to:

- Be reliable and honest
- Respect confidentiality
- Comply with our policies and procedures
- Take advantage of any training and support opportunities
- Carry out their tasks in a way that reflects our values and aims
- Respect the work of our organisation and not bring it into disrepute.

12 October 2020