



# Volunteering Policy

## 1. Introduction

- 1.1 “Generally, volunteering is described as an unpaid activity where someone gives their time to help an organisation or an individual who they are not related to.”  
Taken from Volunteering England website, [www.volunteering.org.uk](http://www.volunteering.org.uk) (2<sup>nd</sup> October 2008).
- 1.2 This policy establishes the guidelines by which volunteers are recruited, supported and recognised by The OK Club. The assumption in this policy is that these persons will have regular, ongoing and potentially unsupervised contact with young people through the projects of the organization.

## 2. Policy

- 2.1 Volunteers are recognised by The OK Club as having a vital role in the delivery of its services, its development and in its leadership. The benefits to both the wider community and to individual volunteer’s personal development through volunteering are also acknowledged. While volunteers are not employed, The OK Club will treat volunteers as fairly and equally as it does paid staff.
- 2.2 It is The OK Club’s belief that everyone, especially young people, should have the opportunity and be encouraged to contribute to the society and community in which they live by the giving of their time, skills or knowledge, and that their gift of time is beneficial to them and to their personal development.
- 2.3 We are keen to help potential volunteers find a role that suits their skills and character. In most cases this will be agreed mutually, however on occasions the judgement of The OK Club might be against the ideas of the volunteer. We reserve the right to refuse volunteers access to particular projects if we have concerns of this nature.

## 3. The OK Club’s Volunteers Should:

- Be interviewed by Senior Staff member or Trustee and fill out the appropriate application forms
- Undergo an enhanced DBS Disclosure (Disclosure and Barring Service, and have two references taken
- Receive a written task description and a Volunteer Agreement
- Receive clear line management arrangements
- Have training needs assessed and access appropriate training
- Be invited to attend and participate in regular staff team meetings and events
- Know they can receive expenses for expenditure incurred while volunteering
- Be aware of what happens in the event of dissatisfaction.
- The OK Club have other policies that are relevant to the engagement of Volunteers, namely the Child Protection, Equal Opportunities, and Health and Safety policies.

## 4. Procedures

### 4.1 Police checking and vetting of volunteers



- 4.1.1. In accordance with The OK Club Safeguarding Children Policy, all volunteers will be required to undergo an Enhanced DBS Disclosure and any other checks/registration schemes currently in force by the government.
- 4.1.2. Volunteers will also be asked to provide two references to their character. Ordinarily these would not be family members. A suggested Reference Request Letter is included as an appendix to this policy.

## 4.2 Application Procedure

- 4.2.1. Anyone applying to become a volunteer will be invited for an interview by a senior worker or Trustee. During this interview it will be established what kind of skills and what amount of time the volunteer wishes to bring to The OK Club.
- 4.2.2. Volunteer applicants will be required to complete an application form, prior to, or at the interview. This form must be signed as it contains declarations on the subject of criminal convictions. Volunteers who refuse to complete a form should not be engaged in work with the organisation.

## 5. Information For Volunteers

- 5.1 **Volunteer Task Description:** All volunteers will be given a task description and an outline of the activity they will be working with. This may be predefined (as in the case of Mentoring) or may be drawn up in consultation with the volunteer.
- 5.2 **Volunteer Agreement:** Volunteers will receive and sign a Volunteer Agreement - this will provide the basis for the working relationship. The purpose of this document is to ensure that both sides are agreed on the role, responsibilities and expectations.

## 6. Support of volunteers

### 6.1 Management of volunteers:

- 6.1.1. Clearly defined line management arrangements will be provided for all volunteers. This management will normally be provided by the lead person for a specific programme or area of responsibility. In some cases this may take place in a group supervision setting, provided that volunteers are clear that they would have the opportunity to address specific concerns privately.
- 6.1.2. Management of volunteers will be in accordance with generally accepted good practices, maintaining the distinction between paid staff and volunteers only when appropriate for legal reasons. The manager will take responsibility for one-to-one meetings as appropriate. Through these meetings volunteers can discuss possible training opportunities and alterations/additions they may hope to see to their duties – this may lead to changing their Volunteer Agreement.
- 6.1.3. The OK Club will ensure that any staff given the responsibility of managing volunteers are aware of the different legal and moral responsibilities attached to this.

- 6.2 **Training:** The OK Club recognises that the personal development of volunteers is very important. Accordingly, The OK Club will seek to offer access to training courses of a more



generalist nature that will benefit the volunteer in their broader role within The OK Club. Any such training will not be offered as, nor should it be viewed as, payment or benefit in kind.

- 6.3 **Mentors:** For some volunteers it may be beneficial for there to be a mentor relationship. This should be set up in discussion with the volunteer co-ordinator. The mentor should not have any line management responsibility for the volunteer.
- 6.4 **Expenses:** Reimbursement of genuine out of pocket expenses are ideally paid by The OK Club, however it is at the discretion of the lead worker to set policy with regard to paying expenses and to what limit.

## 7. Dissatisfaction

- 7.1 The 'Volunteer Agreement' is not a legally binding document. It is entered into within the spirit of volunteering.
- 7.2 Within this context, termination of the agreement could take place immediately from either side. However, it is hoped that dialogue would be entered into should any disputes or disagreements arise.
- 7.3 Should any volunteer feel that they have been treated badly by The OK Club they are encouraged to report the matter using the process outlined in the The OK Club Complaints Policy.

Date	Changes made
Draft Version 5 <sup>th</sup> November 2015	Policy created

**Most recent review by Management Committee:**  
**This policy is due for review by the Management Committee:**



## ***Volunteers Agreement***

<p><b>Name of Volunteer:</b></p> <p><b>Start Date:</b></p> <p><b>Minimum length of commitment:</b></p> <p><b>Supervisor:</b></p>
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Thank you for applying to become a volunteer and work in partnership with The OK Club.

- This document outlines some basic agreements which we would want to make with you and we ask you to consider them and if you are happy to agree to them to sign this form accordingly. Please feel free to seek clarification, ask questions or raise any concerns where necessary.
- The specific times of your involvement and the activities and requirements are outlined in a Task Description which should be attached to this document.
- As a volunteer you should have been guided through application procedure as outlined in the Volunteering Policy. By signing this agreement you are agreeing to work within the boundaries given by The OK Club in terms of policy and procedure and your task description. This includes Child Protection, Health and Safety, Equal Opportunities and Confidentiality.
- You are entitled to adequate training for your role. Any ideas you have about this should be discussed with your supervisor.
- You are entitled to claim reasonable out of pocket expenses for your work with The OK Club. Specific claims should be negotiated and agreed with your supervisor.
- You should receive support and supervision from The OK Club on a regular basis as agreed with your supervisor.
- Within the context of your task we ask that you are punctual and behave appropriately, in keeping with the ethos and values of the organisation.
- Should you not be able to attend a particular session please inform us as soon as possible.

The person you should contact is: \_\_\_\_\_

"I have read the Volunteering Policy and my Task Description and I am in agreement with these statements and will adhere to them."

Signed

Date