



## Volunteering Policy

### Introduction

Calon y Fferi Community Centre has been developed by volunteers working together for the benefit of the community and our policy has been designed to reflect the esteem in which we hold volunteers. We value the contribution made by volunteers and we are committed to involving volunteers in appropriate positions and in ways which are encouraging and supportive and which allow them to develop. Volunteers offer their time and energy for the good of the community and are entitled to be respected by all members of the organisation.

### Our Volunteering Policy is based upon the following principles:

- Volunteering is not intended to be a substitute for paid employment. The role of volunteers complements, but does not replace, the role of paid staff.
- The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set, a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise, the organisation cannot be compelled to provide either regular tasks, payment or other benefit for any activity undertaken by the volunteer.
- We are committed to equal opportunities and believe that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or offending background, provided it does not create a risk to vulnerable groups including children.
- The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks.

### Statements:

We will:

- Promote volunteering opportunities widely and in ways that makes them accessible to all members of the community.
- Ensure that volunteers are supervised and supported by a named person when they are on site.
- Not pay personal expenses to volunteers until the finances of the charity are stable and adequate.
- Provide an appropriate induction to new volunteers, brief them about the activities to be undertaken and give all the necessary information to enable them to perform with confidence.
- Give access to, and make all volunteers aware of, all our relevant policies, including those relating to volunteering, health & safety, and equal opportunities.
- Ensure that any staff are clear about the role of volunteers, and, when applicable, will foster good working relationships between all staff and volunteers.
- Give volunteers the opportunity, where relevant, to share their views and opinions with the organisation's wider staff, at staff meetings etc.
- Treat all volunteers fairly, objectively and consistently. We seek to ensure that volunteers' views are heard, noted and acted upon promptly and, where there are disputes, aim for a positive and amicable resolution based on principles of fairness.
- Ask a volunteer to change their role, or to leave, if their behaviour is repeatedly or seriously unacceptable.
- Provide training in the supervision of volunteers for all those who have direct responsibility for their work.

### Reviews

This policy and related procedures will be reviewed bi-annually.

### Signature of chair:

Date of signature/ratification of policy:

Date that next review is due: December 2022

Date policy reviewed: May 2023