Policy is applicable to: This policy applies to all volunteers and trustees

**TEMPLATE GUIDANCE**

Ensure the date the policy was approved and the date for review is clearly indicated within your policy document

Brief introduction to your organisation and how volunteers fit in with it.

You may wish to include a statement on how your LGBT+ Group is committed to all of its volunteers and acknowledges the value in the range of diverse contributions they make.

Principles: add and change as appropriate for your group

**Recruitment**

Adapt to outline your organisation’s volunteer recruitment processes ensuring they are achievable

**Please get in touch with** **Engagement Team** **for support on adapting this policy document.**

Approved: date Review: date

## **[insert group name] Volunteer Policy**

## **Introduction**

LGBT Group exists to … [insert your mission statement or aims]

List LGBT Group Charitable objectives

Principles & Values

**Definition**: Volunteers are people who are unpaid and of their own free will, contribute their time, energy and skills to benefit the community.

**This Volunteering Policy is underpinned by the following principles:**

* [insert group name] will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to[insert group name] work
* [insert group name] recognises that volunteers require training, support and personal development and will make every effort to meet these needs.
* Volunteers will not be used during times of industrial action to do the work of paid staff.
* No enforceable obligation, contractual or otherwise, can be imposed on volunteers to give or be set a minimum amount of time to carry out the tasks.

Recruitment

All prospective volunteers should experience the same recruitment process.

When a volunteer has expressed interest in volunteering for [insert group name] they will be invited to an interview to find out what they would like to do, where their skills lay, in which areas they would like to develop new skills and how best their potential might be realised through volunteering. If a volunteer has expressed an interest in a particular role they will be interviewed with the necessary skills and qualities that the role requires in mind.

Volunteer agreements and voluntary work outlines

Each volunteer will have a volunteer agreement establishing what [insert group name] expects of them and what they can expect of [insert group name]. All volunteers must agree to read all induction material they are given and agree to the code of conduct as laid out in any induction material and the agreement.

Volunteers will be given a written outline of the specific tasks and activities that they will be undertaking.

None of these documents is, or represents a contract; [insert group name] has no intention of creating a contract with any volunteer.

Induction and training

All volunteers will receive an induction into [insert group name] and their own role, project or department. Training and skills development will be provided as appropriate.

Expenses

All volunteers will have their travel and out of pocket expenses reimbursed.

[insert group name] will cover the following expenses for volunteers:

*e.g. Lunch @ £ for any volunteer working more than 4 hours over the hours of lunch.*

*e.g. Car Travel @ XXp a mile*

All expenses must be pre-approved and out of pocket expenses will be paid retrospectively. Any train travel required will be purchased on behalf of the volunteers.

Support

All volunteers will have a named person as their main point of contact. Volunteers will be provided with regular supervision to feedback on progress and discuss any barriers, issues or areas of development that they would like to explore.

Insurance

It falls to [insert group name] to ensure that it’s insurance policy covers all its volunteers activities whilst they are engaged in any tasks or activities on [insert group name] behalf.

Health and safety

Volunteers are covered by [insert group name] Health and Safety Policy and must adhere to it at all time when undertaking tasks and activities whilst volunteers. Volunteers will be given a copy of Health and Safety Policy and will be expected to read it.

**TEMPLATE GUIDANCE**

Adapt to meet your organisation’s needs

**Expenses**

There is no legal obligation to reimburse volunteer expenses, ***however*** it is best practice and can help remove potential barriers to volunteering.

Ensure information is clear to avoid any misinterpretation.

If you are unable to reimburse volunteer expenses this should be made clear in your policy.

Check your insurance policy to ensure it covers volunteer activities and update if required

Check your Health & Safety policy is fit for purpose and relevant when you take on volunteers

Check your Confidentiality & data protection policy is fit for purpose and relevant when you take on volunteers

**Please get in touch with** **Engagement Team** **for support on adapting this policy document.**

Confidentiality and Data Protection

Volunteers will be bound by the same requirements for confidentiality as paid staff. Volunteers will receive a copy of [insert group name] confidentiality policy during induction.

Equal opportunities

[insert group name] operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be given a copy of the Equality and Diversity Policy and will be expected to read it and adhere to it when undertaking tasks and activities whilst volunteers.

Complaints

**TEMPLATE GUIDANCE**

Check your equal opportunities policy is fit for purpose and relevant when you take on volunteers

Check your complaints policy is fit for purpose and relevant when you take on volunteers

Add any additional policies that your group has and that would be appropriate e.g. if your group operates from a location – is there a policy or procedure around keys or lock codes etc.

**Please get in touch with** **Engagement Team** **for support on adapting this policy document.**

[insert group name] are keen to identify and solve problems as they come up. In the first instance volunteers should speak to their supervisor, a copy of the Complaints Policy will be made available to all volunteers during their induction.

**Additional relevant policy and procedures**