



Volunteer Policy

Contents

1. Introduction	3
2. The Purpose of this Policy	3
3. Recruitment and Selection	4
4. Support and Supervision	4
5. Expenses	4
6. Holidays	4
7. Personal Development	5
8. Problem Solving	5
9. Insurance	5
10. Responsibility	5
Document Information	6
Amendment History	6

Fair Deal Volunteer Policy

1. Introduction

Fair Deal aims to enable people with learning disabilities to live full and inclusive lives in society and volunteers make a valuable contribution to the achievement of our aims. We recognise the important role played by volunteers and the valuable contribution that volunteers bring to our organisation and to those who use our services. Volunteer involvement with Fair Deal does not replace or devalue the role of paid staff but rather adds value to our services. People who volunteer with Fair Deal are involved in the Board of Directors and other roles that facilitate the delivery of our services such as:

- Befriending
- Supporting Social and Leisure Activities
- Office Volunteering
- Fund Raising

The above list of volunteer roles is not exhaustive as there are other roles that a volunteer's skills and abilities can be matched into. Fair Deal aims to have a reciprocal and mutually beneficial relationship with our volunteers. The involvement of volunteers informs and develops our work and for volunteers supports them to learn new skills and achieve personal development. The involvement of volunteers will be guided by the following principles of good practice:

- recruitment and selection will be inclusive of people with disabilities and avoid unfair discrimination
- ensure all people, particularly people with disabilities are provided with opportunities to volunteer within the organisation by making reasonable adjustments where required
- tasks performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities
- the organisation 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 named contact in line with our Support and Supervision Policy
- all existing and future policies will be inclusive of volunteers
- in recognition that volunteering is a positive option for the people that Fair Deal support we will ensure that they experience the same expectations from their placement as other volunteers

2. The Purpose of this Policy

By adopting this policy Fair Deal aims to:

- provide opportunities for people to volunteer with Fair Deal
- provide customised training for volunteers and increase current skills
- enhance the quality of life for people with a learning disability
- identify and support volunteer opportunities for people with a learning disability
- promote the valued role that people with a learning disability can make to their community
- work in partnership with a range of agencies to promote and sustain the volunteer programme
- highlight and acknowledge the value of the contribution made by volunteers

- reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers
- recognise the respective roles, rights and responsibilities of volunteers
- confirm Fair Deal's commitment to involving volunteers in its work
- 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.

3. Recruitment and Selection

Fair Deal will adhere to its equality and diversity policy when recruiting and selecting volunteers. All potential volunteers will be asked to complete a volunteer's application form. Written role descriptions will outline time, commitment, necessary skills and actual duties. Where there is specific training required this will be highlighted as part of the recruitment process. Volunteers will require a satisfactory PVG disclosure record prior to commencing any role that involves coming into contact with vulnerable people and or handling confidential information. All volunteers will be required to provide 2 references. Where individuals cannot be placed, we will endeavour to refer them to another agency to support them to find a volunteering opportunity.

4. Support and Supervision

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under Fair Deal's Public Liability Insurance. All volunteers still need to work within the guidelines for their specific role description.

All volunteers will have an induction to their volunteering role which will involve an overview of the relevant policies and procedures. The volunteer induction checklist must be used as a prompt and completed along with the volunteer agreement and filed in the volunteer's Personal Development Folder. As volunteers may have access to sensitive information confidentiality must be discussed on the first day of induction. All volunteers will have regular support and supervision meetings with a named contact to identify areas for development, or to discuss any issues. A record of these discussions will be held as part of the individual volunteer's records in the Personal Development Folder. All Fair Deal staff have a duty to offer day to day advice and support to volunteers.

5. Expenses

Volunteers will be able to claim reasonable expenses for their volunteering in line with the Expenses Policy. Volunteers should discuss any planned expenditure prior to incurring such expenses to ensure that it will be covered by the organisation.

All expenses must be supported by receipts as only actual expenses will be reimbursed to volunteers.

Travel expenses to the volunteer placement will be paid for by Fair Deal up to the value of £5 per day. Reasonable expenses will also be paid, by Fair Deal, to pay for activities that have been agreed by the person being supported and the volunteer's named contact.

6. Holidays

Where volunteers have holidays or other commitments which mean that they cannot attend their normal volunteering, they should advise their named contact to ensure that we can

arrange alternative cover. If volunteers require a longer break from their volunteering, they should discuss this with their named contact. Fair Deal will endeavour to be as flexible as possible to accommodate the needs of volunteers.

7. Personal Development

Volunteers can access learning and development opportunities which are relevant to their volunteering role throughout their time with Fair Deal. Opportunities for Learning and Development will form part of the discussions at support and supervision sessions and will be recorded in the Personal Development Folder. All volunteers who have direct contact with people whom Fair Deal support will require to attend Adult Support and Protection training.

8. Problem Solving

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with using the organisation's Disciplinary, Grievance and Dismissal Policy.

9. Insurance

All volunteers are insured under Fair Deals Public and Employers Liability cover to undertake all tasks as agreed in the role description and volunteer agreement.

10. Responsibility

Overall responsibility for the implementation, monitoring and review of the policy and procedures lies with the Chief Executive of Fair Deal. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.

End of Policy

Document Information

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Amendment History

Date	Version	Created By	Description of Change
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