



# VOLUNTEER POLICY AND PROCEDURE

## POLICY STATEMENT

This policy promotes consistency in the way the Trust recruits, inducts and supervises volunteers. The policy will ensure that volunteers:

- are treated consistently and respectfully
- benefit from best practice volunteer management
- share a good experience as Aire Rivers Trust volunteers
- understand what is expected from them
- make a valuable contribution to our work and value the experience we offer them
- undertake their volunteer role in safety.

### **Definition of volunteers**

A volunteer is a person who performs a service willingly and without pay at our request and under our supervision. This may be on a one off, occasional or regular basis. ART volunteers may undertake different roles depending on their skills and our needs. All ART volunteers are subject to the same volunteer policy whether they are a litter picker or trustee, a helper at an event, or an individual offering professional or skilled support.

### **Inclusivity**

The Trust seeks to develop the Aire as a community asset with the broad support and involvement of local people and organisations. We will aim to be inclusive in our volunteer recruitment welcoming applications to volunteer from partners, employers, schools and colleges and individuals from all backgrounds, providing we have appropriate tasks and relevant supervision.

### **Young volunteers**

The Trust is keen to involve young people in our work. Young people between the ages of 16 and 18 are welcome to volunteer alongside other volunteers.

Under 16's may volunteer for age appropriate tasks providing they are directly supervised by an appropriate adult carer, e.g. their parent, legal guardian, or school teacher.

### **Induction**

All volunteers will receive an initial 'overview' induction to the Aire Rivers Trust. They will also receive any specific task-related induction.

It is the responsibility of whoever is supervising an activity to ensure that all volunteers have an appropriate induction or re-cap. This includes safety advice and full information about their role and taking their emergency contact details.

### **Support and guidance**



It is our policy that every individual volunteer or group of volunteers should expect and receive support and guidance from the ART project team. This will usually be provided by the person onsite running the activity. A well supported volunteer will be happier, stay with us for longer, be more productive and work safely.

### **Effective support will ensure that volunteers:**

- understand their role and are competent and happy to carry out the tasks asked of them
- receive any training necessary to undertake the tasks for which they have volunteered
- work safely
- have the tools and personal protective equipment for the job
- take regular breaks
- understand and are compliant with relevant art policies e.g. health and safety, lone working, safeguarding young people (all available on google drive)
- feel supported, acknowledged and thanked.

### **Safety**

Whilst all volunteers have a shared responsibility for safety on site, it is ultimately the responsibility of event organisers and volunteer supervisors to complete a risk assessment and to review it with volunteer participants, so that risks are understood by all, and action is taken by everyone present to minimise any risks.

### **Expenses**

The Trust will pay agreed expenses for materials etc required to undertake work for the Trust. If volunteers are likely to incur expenses, they should seek authorisation from their supervisor before incurring any expense and should submit the claim with receipts.

### **Accidents**

If everyone follows safety procedures it is unlikely that there will be any accidents, but in the event of an accident, or a near miss, first aid or medical help should be provided- if required, the accident or near miss should be recorded in the accident book held in the First Aid Box, and the supervisor should be notified.

### **Insurance**

The Trust holds public liability insurance to cover the Trust, staff and volunteers against claims from third parties.

### **Managing problems**

The Trust is confident that we can resolve most issues amicably. In the event that a volunteer does not feel comfortable with a particular task we will do our best to find an alternative role. If a problem cannot be resolved, we may ultimately end the involvement of the volunteer.



Approved by Trustees on 29<sup>th</sup> May 2019



## Volunteer Application

We would like to know more about you so you get the most out of volunteering and we can use your skills effectively. Information that you provide will be held by the Trust and may be shared with staff, trustees and volunteer leaders but will not be shared with other organisations.

### Personal details

<b>Name</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Email address<sup>1</sup></b>	
<b>Mobile</b>	
<b>Landline</b>	
<b>Date of birth if under 18</b>	

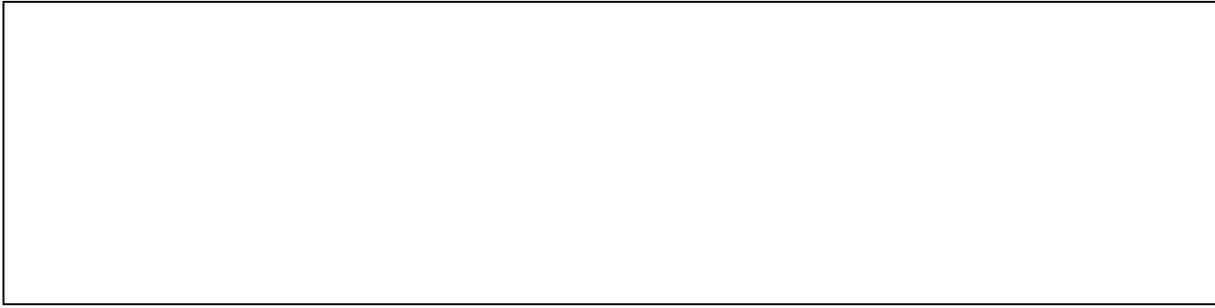
### Which volunteer vacancy are you applying for?

### How else might you be able to help?

Everyone is invited to our workdays, but if you have specific skills, qualifications, or professional expertise that you would like to share, we'd like to know. From legal to landscaping, fundraising and first aid to education, this is the place to tell us.

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<sup>1</sup> We will use this email address to contact you regarding Aire Rivers Trust activities and by providing it you consent to us using it in that way. We will not pass your email address, or indeed any other personal details, to anyone else except as required by law.



**How much time would you like to give? And are there times you can never make?**

This is your opportunity to give us an idea of how much time you would like to give to the Trust. (We won't hold you to this if you change your mind!)

**Additional needs**

If you have mobility or other additional needs that you feel we should be aware of before volunteering, please tell us and we will do our best to help.

**Please read and 'sign' this volunteer agreement before you send us your**

**The Aire Rivers Trust will provide:**

- support and guidance from a named project manager
- risk assessment guidance so you will be safe
- public liability insurance whilst undertaking volunteer work approved by us
- regular communications and events to keep you informed and part of the team.

**You agree to:**

- perform your role as agreed with your project manager
- respect our risk assessment procedures and guidance at all times
- work co-operatively as part of a team with other volunteers, staff and partners
- inform us if you are unable to carry out your agreed tasks or wish to change your role.

**application**

'Signed' by:

Date

Please email this form back to: [simon.watts@airerivertrust.org.uk](mailto:simon.watts@airerivertrust.org.uk)

## Volunteer Induction Checklist

This checklist is not exhaustive and should be tailored to meet the needs of the new volunteer and activity.

**Volunteer's name:**.....

Action	Responsibility	Date Completed
<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>○ Introduction from Supervisor/project manager</li> <li>○ Update /check personal details</li> <li>○ Welcome Booklet (if available) given to Volunteer</li> <li>○ Introduction to role/project</li> <li>○ Q &amp; A</li> </ul>	Supervisor/project manager	
<p><b>Brief introduction to ART</b></p> <ul style="list-style-type: none"> <li>○ Trust's history</li> <li>○ Overview of organisational structure</li> <li>○ Overview of vision and development plans</li> <li>○ Q&amp;A</li> </ul>	Supervisor/project manager	
<p><b>Led tour of the activity</b></p> <ul style="list-style-type: none"> <li>○ Introduction to any regular volunteers on site</li> <li>○ Access</li> <li>○ Toilets</li> <li>○ Drinks and breaks</li> </ul>	Supervisor/project manager	
<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>○ Volunteer Badge where appropriate</li> <li>○ Signing in and out</li> <li>○ Fire and emergency procedures</li> <li>○ Accident reporting</li> <li>○ First aid</li> <li>○ Insurance</li> <li>○ Safety and lone working procedures, where</li> </ul>	Supervisor/project manager	



<p>appropriate</p> <ul style="list-style-type: none"> <li>○ Use of tools where appropriate</li> <li>○ Protective clothing, where appropriate</li> </ul>		
<p><b>Role specific information</b></p> <ul style="list-style-type: none"> <li>○ Role summary / relevant procedures</li> <li>○ Limits of / boundaries to / risks involved in role</li> <li>○ Other opportunities to get involved</li> <li>○ Q&amp;A</li> </ul>		
<p><b>Admin</b></p> <p>○ Ensure personal details have been passed to Trust Administrator</p>		

**Induction Completed**

I confirm that I took part in the induction activities listed above and I understand the role and responsibilities.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_