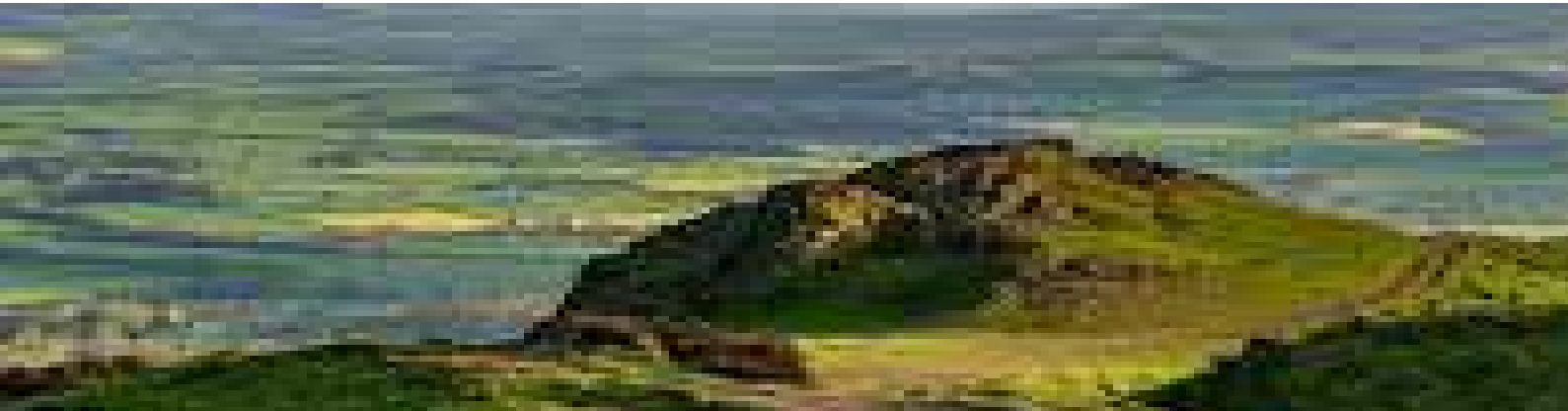




SAVE OUR SHROPSHIRE CIO POLICY DOCUMENT

POLICY: VOLUNTEERING



1. Purpose of Policy

- 1.1. Save Our Shropshire CIO (SOS CIO) is a registered charity that supports education and facilitation of projects that will enable the people of Shropshire to reach Net-Zero Carbon emissions by 2030 and reduce to negative beyond 2030.
- 1.2. This Policy documents our approach to managing the relationship between SOS CIO and all volunteers associated with SOS CIO.
- 1.3. A volunteer is defined as an individual who gives up their time and effort to work with the SOS CIO to carry out activities that will support the Charity's aims and objectives. This role is critically distinguished from an employee of SOS CIO, whose work will be covered by a formal contract of employment, specifying the terms and conditions of employment. Instead, SOS CIO will engage a volunteer through a "Volunteer agreement". Appendix A shows an example agreement.
- 1.4. This Policy recognises the fact that:
 - In their diversity of age, experience, cultural background, and involvement within communities, volunteers bring to our work a value that adds to our understanding of and response to our communities' response to the challenges facing them through climate change.
 - By involving volunteers, we can offer opportunities for genuine involvement, learning and development for individuals.
 - Without the contribution of volunteers, we would only be able to achieve a small percentage of our work with the people who should engage with the issues of climate emergency.
 - We believe that our relationship with volunteers is one of mutual responsibility and commitment within which SOS CIO and volunteers have both rights and responsibilities. We aim to ensure that volunteers enjoy their involvement with us and gain from it regarding their objectives. SOS CIO will devote sufficient personnel, resources and training to support volunteers in their role.



1.5. The key objectives of this Policy are to:

- highlight and acknowledge the value of the contribution made by volunteers
- reflect the purpose, value, standards and strategies of SOS CIO in its involvement of volunteers
- recognise the respective roles, rights and responsibilities of volunteers in SOS CIO
- confirm SOS CIO's commitment to involving volunteers in its work
- help to ensure the quality of both the volunteering opportunities on offer and the work carried out by volunteers

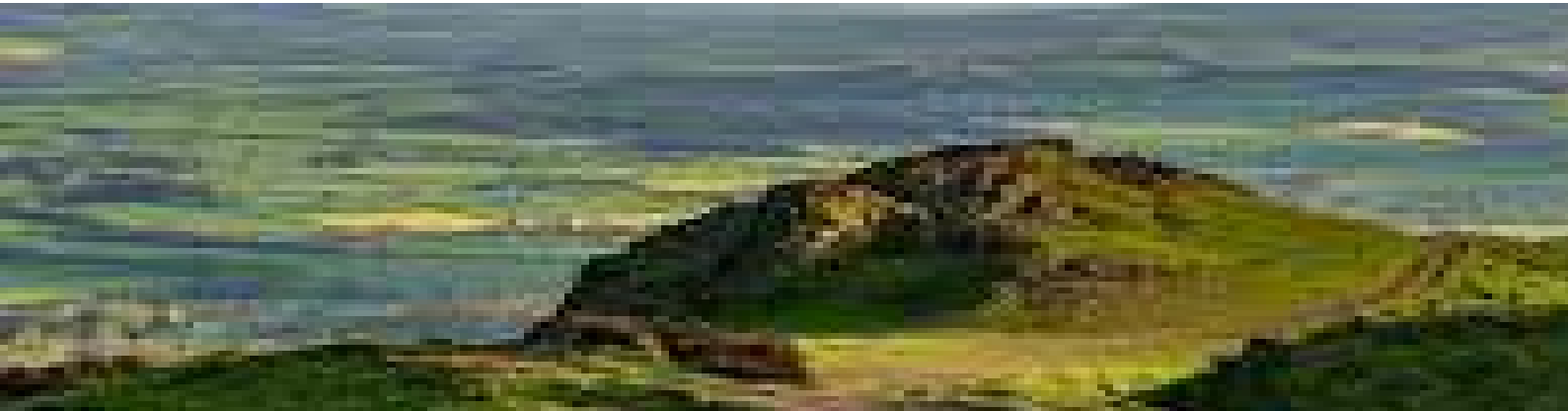
2. Management responsibilities

- 2.1. The **Vice-Chair has overall responsibility for implementing** the Organisation's Policy in respect of volunteers. In particular, he/she is responsible for ensuring that the Policy is widely communicated and that its effectiveness is monitored.
- 2.2. The **Volunteer Co-Ordinator** is a nominated person responsible for coordinating the recruitment of volunteers to support the Board and managers of the various areas within the SOS CIO.

3. Volunteer Policy

3.1. General considerations

- 3.1.1. Tasks will be clearly defined so that all concerned with volunteers' activities are sure of their respective roles and responsibilities.
- 3.1.2. Volunteer roles will complement and not replace the work of paid staff.



3.1.3. SOS CIO managers and the volunteers for whom they are responsible will discuss mutual expectations and review performance regularly.

3.1.4. SOS CIO's will review this Volunteer bi-annually, and consideration will be given as to how any changes will affect volunteers.

3.2. Recruitment and Selection

3.2.1. The Volunteer opportunities will be promoted to ensure there is wide accessibility to the positions we offer. SOS CIO's equal opportunities policy applies to the recruiting and selecting of volunteers.

3.2.2. Prospective volunteers will be required to complete an application form. If required SOS CIO will provide help to complete the form.

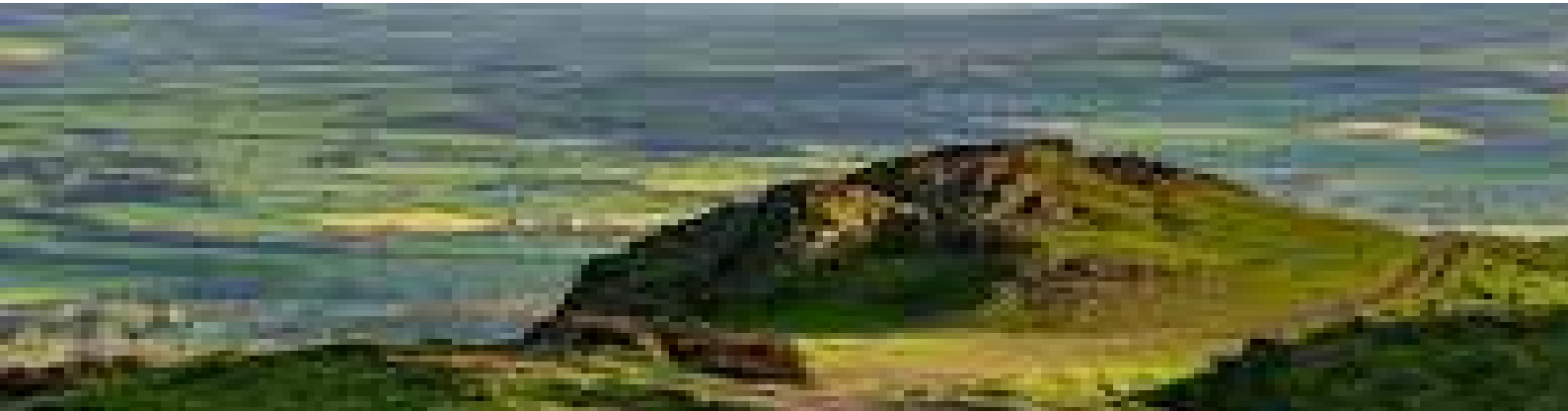
3.2.3. People who offer to Volunteer will hear from the Volunteer Coordinator within ten days of their initial enquiry.

3.2.4. Written role descriptions will explain what is expected of volunteers concerning time, commitment, necessary skills, experience and specific duties required.

3.2.5. Potential volunteers will be asked to understand and agree to the values and principles of SOS CIO, which inform how we work – in particular our policies on Safeguarding, Health and Safety, and our Code of Conduct.

3.2.6. Volunteers will be asked to sign a statement saying they understand the specific policies that affect them in their role and will be given help and assistance if needed to do this.

3.2.7. We will request two references from prospective volunteers, one from a work colleague who has known the applicant for at least twelve months and one character reference from someone who has known the applicant for over two years who isn't a family member.



3.2.8. Volunteers supporting vulnerable people will be asked to undergo an enhanced Disclosure & Barring Service (DBS) check.

3.2.9. A DBS check will not be needed for services where volunteers are not required to support vulnerable people. However, registration with the Independent Safeguarding Authority may still be necessary.

3.2.10. For the DBS process, the prospective Volunteer must show proof of identity to a staff member at SOS CIO.

3.2.11. Volunteers will be placed in activities that match their skills, talents and interests and, once placed, they will be required to comply with SOS CIO's existing policies and procedures.

3.2.12. We will regularly review how potential volunteers can make contact with us.

3.3. Support for Volunteer Staff

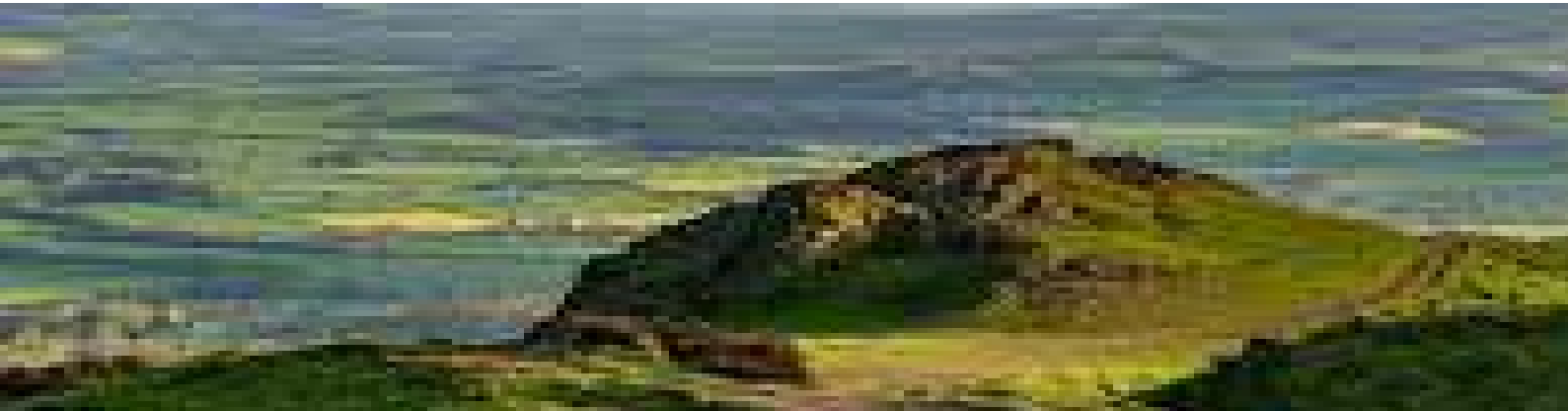
3.3.1. SOS CIO will invest financial and personnel resources in the management of volunteers. This plan will be laid out in SOS CIO's development plan and related budget.

3.3.2. We provide an induction programme and a review session for volunteers to assess the progress of their placements and resolve any problems at an early stage.

3.3.3. We will provide funding for volunteers' out of pocket expenses. Volunteers will be given clear information about what expenses can be claimed and how to make a claim.

3.3.4. Appropriate insurance cover for volunteers will be provided.

3.3.5. Volunteers will be given information on legislation and other policies which may affect them, e.g. Health and Safety and Equal Opportunities. In these



respects, volunteers will be treated in the same way as staff for liability purposes.

3.3.6. All volunteers will be offered access to support and supervision regularly, with a named person, and informed of who to contact in an emergency.

3.3.7. All volunteers will be offered access to appropriate training to develop their capabilities and competence with their volunteering role.

3.3.8. Opportunities will be provided for changing/upgrading volunteer responsibilities as desired by the Volunteer and suitable SOS CIO's needs.

3.3.9. Volunteers will be made aware of SOS CIO's complaints procedure and whom to contact if they complain about an aspect of their role with the Charity.

3.3.10. Volunteers will be made aware of SOS CIO's grievance and disciplinary procedures.

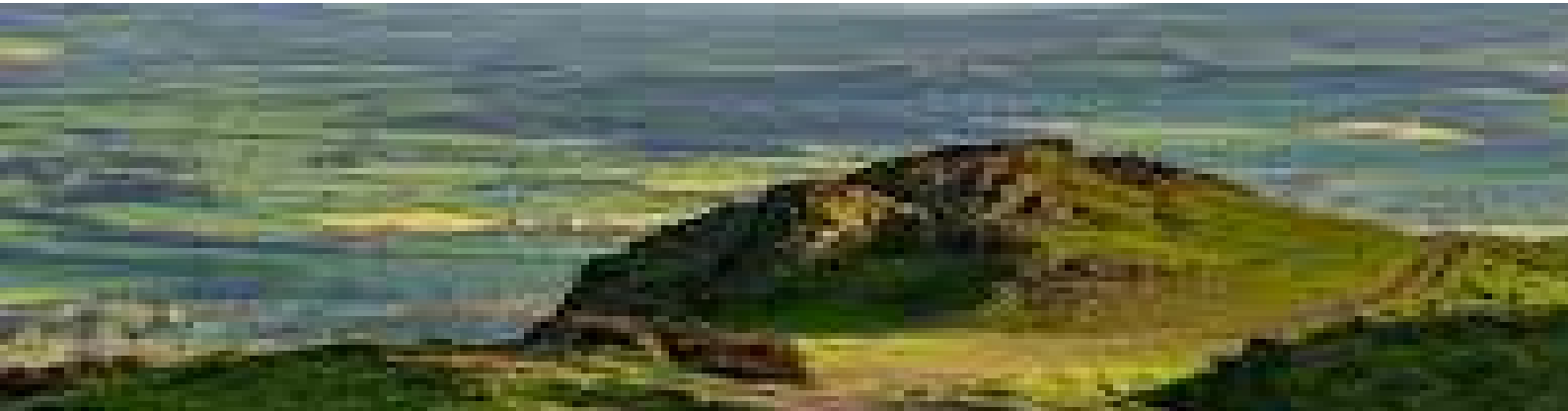
3.3.11. A designated person will be assigned responsibility for ensuring the disciplinary procedure for volunteers is followed following the general procedures of the SOS CIO. The Volunteer will be kept informed at all stages.

3.4. Relationship with paid SOS CIO staff

3.4.1. We will ensure that paid staff at all levels are clear about the role of volunteers and that good working relationships are fostered between them and volunteers.

3.4.2. Appropriate training, support, and resources will be provided for those who work alongside volunteers and those who have a managerial role in them.

3.4.3. Volunteers will be given clear information about the roles undertaken by paid staff and their value to the SOS CIO.



3.4.4. SOS CIO will appoint a Volunteer Coordinator whose primary function is to recruit and place volunteers within the Charity and oversee the implementation of this volunteering Policy and ensure that the SOS CIO's volunteering practices are of a high standard.

3.4.5. In the rare event of industrial action, staff volunteers will not be engaged to do the work of paid staff.

3.5. Contracts and Service Level Agreements

3.5.1. When SOS CIO enter into contracts or service level agreements that involve volunteers, we will ensure that:

3.5.1.1. The role of volunteers is made clear, and that satisfactory arrangements are in place for their management.

3.5.1.2. The terms of the contract or service level agreement provide for the necessary resources to involve volunteers.

3.5.1.3. Arrangements are made to set out the roles and commitments of volunteers.

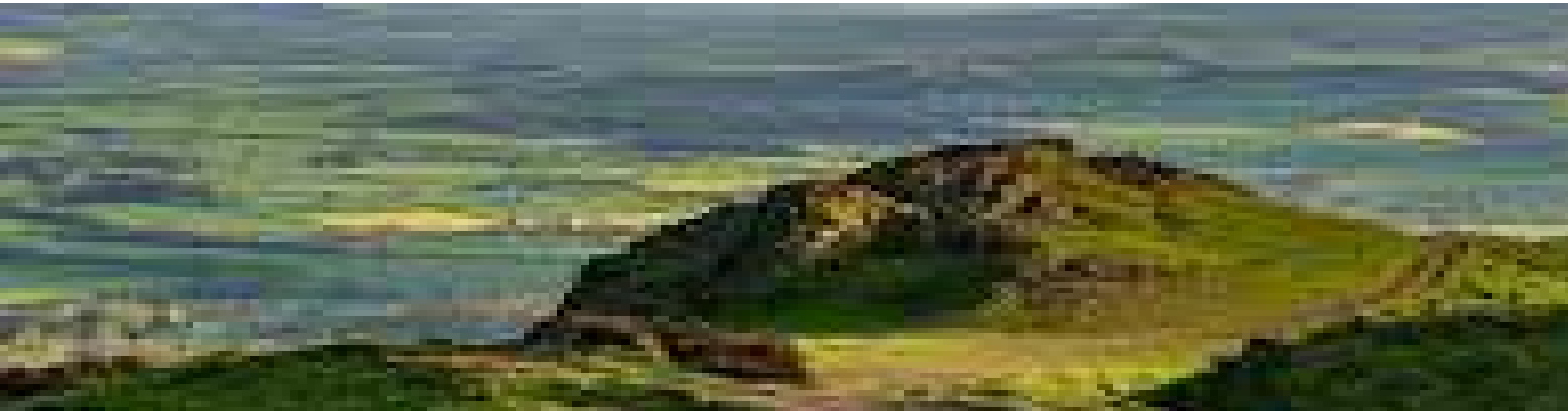
3.5.1.4. The impact of volunteering and its benefits are promoted and acknowledged

3.6. Relationships with other groups and organisations

3.6.1. In all our relationships with other groups, organisations or partners, we will:

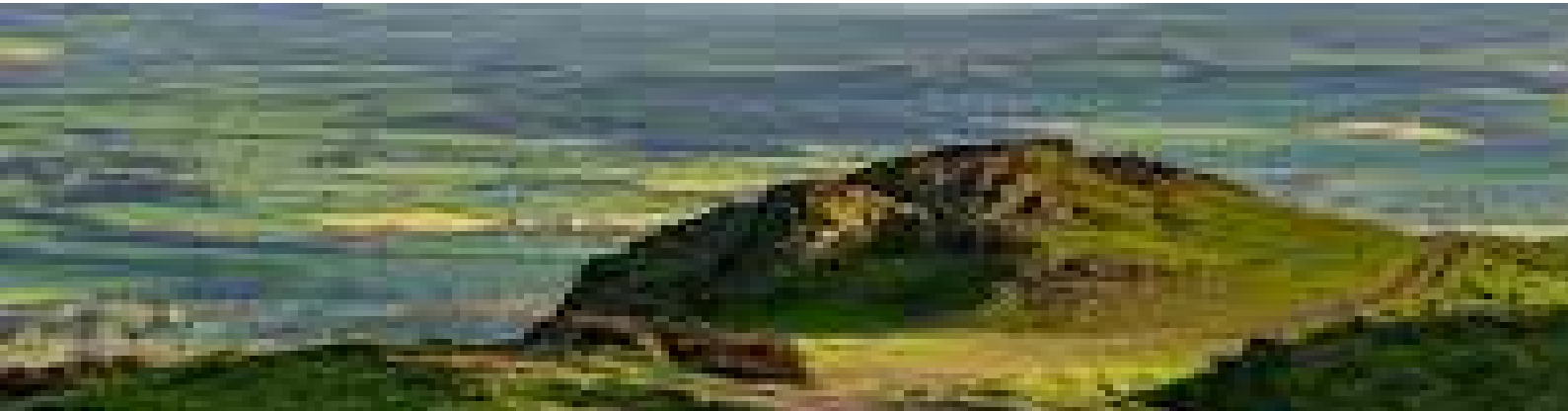
3.6.1.1. Promote volunteering as an essential means of contributing to the building and support of active and sustainable communities based on social justice and mutual respect

3.6.1.2. Promote good practice in volunteering



3.7. Responsibility for the Policy

- 3.7.1. Overall responsibility for the implementation, monitoring and review of Policy lies with the Board of Trustees and on a day to day basis with the Vice-Chair who will report to the Board regularly.



APPENDIX A – Draft Volunteer Agreement

Save Our Shropshire CIO Volunteer Agreement

This volunteer agreement describes the arrangement between Save Our Shropshire (the organisation) and <<name of Volunteer>>.

Save Our Shropshire CIO appreciates your volunteering with us and aims to make this experience of volunteering both enjoyable and rewarding.

Your role as Volunteer is <<state the nature and aim of the work>> and starts on <<insert date>>. The volunteering role is designed to <<insert details of how the volunteering role benefits the organisation>>.

1. Save Our Shropshire CIO agrees to provide the following:

1.1. Induction and training

To provide thorough induction on the work of Save Our Shropshire CIO, its staff, your role as a volunteer and the induction and/or training you need to meet the responsibilities of this role. Please see the Volunteer Handbook for full details of the organisation.

1.2. Supervision, flexibility and support

To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.

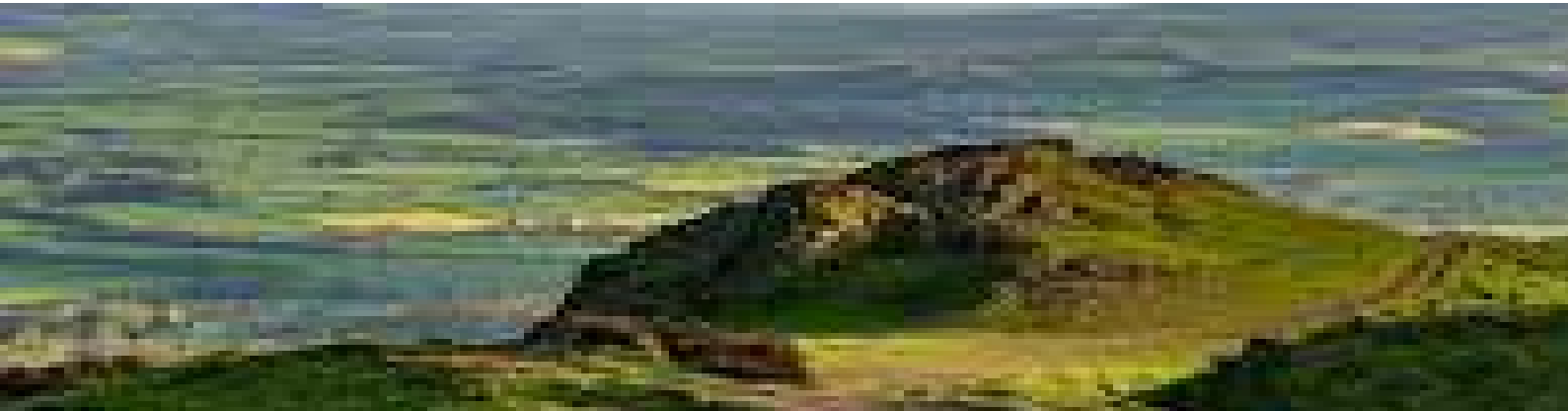
To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.

To do our best to help you develop your volunteering role with us.

1.3. Expenses

To repay the following expenses:

- Approved travel to and from home to <<insert place of volunteering>> and during your volunteering activity

- 
- Meal allowance to a maximum of <<insert amount>>. Expenses must be incurred through volunteering and so, to be eligible, you should volunteer around mealtimes or for at least <<insert amount>> hours per day.
 - Specialist clothing, where this is required and provided by you;
 - The actual cost of crèche, child-minding fees or other expenses incurred to be available for voluntary work.

Receipts must be provided for all expenses..

1.4. Health and Safety and Data Protection

To provide a healthy and safe working environment and adequate training and feedback in support of our health and safety policy and deal with all of your personal information per applicable data protection legislation and our privacy policy. A copy of these policies are available on our website – www.saveourshropshire.org.

1.5. Insurance

To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

1.6. Equal Opportunities

To ensure that all volunteers are dealt with per our equal opportunities and diversity policy, a copy is set out in Code of Conduct.

1.7. Resolution of Problems

1.7.1. To try to resolve fairly and quickly any problems or difficulties you may have while you volunteer with us.

1.7.2. In the event of an unresolved problem, to offer an opportunity to discuss the issues following the procedures set out in our Volunteer's Policy, available on our website – www.saveourshropshire.org



2. <<Insert name of volunteer>> (the volunteer) agrees to:

- 2.1. Help Save Our Shropshire CIO fulfil its <<give details of role/services the Volunteer will be carrying out>>
- 2.2. To perform your volunteering role to the best of your ability;
- 2.3. To follow Save Our Shropshire CIO's procedures, standards, and policies including those relating to health and safety, privacy, data protection and equal opportunities as regards to its staff, volunteers, clients and others;
- 2.4. To meet time commitments and standards which have been mutually agreed and to give reasonable notice so that other arrangements can be made when this is not possible;
- 2.5. To provide referees, as agreed, who may be contacted, and to agree to a Disclosure and Barring Service check being carried out where necessary.
- 2.6. This agreement is an agreement in honour rather than a legal one and may be cancelled by either party. Neither of us intends any employment relationship to be created either now or at any time in the future.