

ABOVE & BEYOND
cancer foundation



Volunteer Management Policy

Approved by: Trustees

Date: March 2022

Last reviewed on: March 2022

Next review due by: March 2024

Contents

1. Introduction.....	2
2. Commitment	2
3. Definition.....	2
4. Statement of Values and Principles	3
5. Volunteer Co-Ordination	3
6. Recruitment and selection.....	3
7. Training.....	4
8. Support, Supervision and Recognition	4
9. Expenses.....	4
10. Confidentiality	4
11. Rights & Responsibilities.....	5
12. Links with other policies	5

.....

1. Introduction

This policy sets out the broad principles for voluntary involvement in Above and Beyond Cancer Foundation (hereinafter referred to as ‘the organisation’). It is of relevance to all within the organisation, including volunteers, staff, members, and those elected or appointed to positions of responsibility.

This policy is endorsed by the committee of the organisation and will be reviewed bi-annually, to ensure that it remains appropriate to the needs of the organisation and its volunteers.

2. Commitment

The organisation acknowledges that volunteers contribute in many ways, that their contribution is unique and that volunteering can benefit users of services, staff, local communities and the volunteers themselves.

The organisation values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.

The organisation recognises its responsibility to arrange its volunteering efficiently and sensitively so that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

3. Definition

Volunteering is an important expression of citizenship as well as an important component of democracy. Volunteers are people who are, unpaid and of their own free will, contribute their time, energy and skills to benefit the community. The charity is aware of its obligations under the Equality Act 2010 and complies with non-discrimination provisions.

4. Statement of Values and Principles

Volunteering is a legitimate and crucial activity that is supported and encouraged by the organisation and 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.

Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the organisation expects of volunteers and what volunteers expect of the organisation.

5. Volunteer Co-Ordination

All volunteers will have a nominated committee/trustee member to offer guidance and advice to help the volunteer carry out tasks effectively. Volunteers will be informed of who to contact to receive support and supervision.

The Co-founders of the organisation (Karen Chin and Jayne Proctor) are responsible for the management and welfare of the organisation's volunteers.

6. Recruitment and selection

The organisation is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or offending background that 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. Information about the volunteer not relevant to the performance of the volunteering tasks concerned will be disregarded by the organisation in terms of recruitment and selection.

Volunteering opportunities will be promoted via social media in ways that makes them accessible to all members of the community.

Volunteers will have a clear and concise task description, which will be subsequently reviewed on a task by task basis.

Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence. This will be conveyed either by telephone, email or post.

7. Training

All volunteers will be made aware of and have access to all the organisation's relevant policies, including those relating to volunteering, health & safety, safeguarding vulnerable groups and equal opportunities.

All volunteers will be made aware of and have access to the relevant policies which are appropriate for the task that they have volunteered for.

8. Support, Supervision and Recognition

Volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support.

Volunteers will be given the opportunity to feedback to the Committee, where relevant, to share their views and opinions of their volunteering experience.

The trustees will update the equality information we publish, at least every year.

This document will be reviewed by trustees at least every 4 years.

9. Expenses

The organisation recognises that the reimbursement of expenses incurred in traveling to and from the place of volunteering or in the course of volunteering is important from an equal opportunities point of view. This is necessary to ensure that all individuals have access to voluntary opportunities.

The organisation is aware that many people that want to volunteer do not wish to be reimbursed as they feel this is part and parcel of their social outreach, however, the organisation will make each volunteer aware of its availability.

The organisation's volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. What can be reclaimed from the organisation and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses.

The organisation has a consistent approach to the reimbursement of expenses which are the same for volunteers, staff, etc. and are as approved by the Inland Revenue.

It is the responsibility of the designated person referred to above to make volunteers aware of the procedure for the reimbursement of expenses.

10. Confidentiality

The organisation will advise the volunteer on its confidentiality policy and procedures, where relevant. This would include those relating to personal information held by the organisation relating to the volunteer.

11. Rights & Responsibilities

The organisation recognises the rights of volunteers to:

- know what is (and what is not) expected of them
- have adequate support in their volunteering
- receive appreciation
- volunteer in a safe environment
- be insured
- know their rights and responsibilities if something goes wrong
- receive relevant out-of-pocket expenses
- receive appropriate training
- be free from discrimination

The organisation expects volunteers to:

- be reliable
- be honest
- respect confidentiality
- carry out tasks in a way that reflects the aims and values of the organisation
- carry out tasks within agreed guidelines
- respect the work of the organisation and not bring it into disrepute
- comply with the organisation's policies

12. Links with other policies

This document links to the following policies:

- Safe Working Practice