



## **VOLUNTEER POLICY**

Reviewed: 09 May 2024

Next review: 01 May 2026

Jessie's Fund welcomes the skills and enthusiasm of volunteers and seeks to provide them with a stimulating and rewarding working experience.

Volunteers will not be sought to replace the skills and experience offered by regular paid workers, but rather to support the work carried out by the latter, and extend the effectiveness of the organisation in achieving its aims.

## **RECRUITMENT**

Volunteer posts will be advertised as necessary and application forms used. Interviews will be carried out by the Executive Director. Two references will be requested and followed up. If the volunteer is to come into direct contact with children or children's records, a criminal records check will be carried out before the volunteer starts work. Only those volunteers who have had a DBS check will be allowed access to data on individual children.

## **ROLE**

An outline of the role a volunteer is required to fulfil will be prepared and discussed with potential volunteers at the interview stage.

Jessie's Fund will provide any necessary induction and training to allow the volunteer to fulfil their role in the organisation, the majority of which will be supplied by means of a Volunteer Handbook. The induction process will cover:

- The role of the volunteer
- The organisational structure of Jessie's Fund
- Relevant policies, including Health & Safety and Safeguarding Children
- Essential procedures

All volunteers will be responsible to a member of staff. Jessie's Fund undertakes to regularly review the role of individual volunteers, to ensure they feel supported and able to air any problems.

## **PROBLEMS**

Jessie's Fund will try to resolve fairly any problems, grievances and difficulties a volunteer may have while they are volunteering with us. In the first instance they will be guided to discuss the issue with the Executive Director. In the event of an unresolved problem, we will offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook.

## **EXPENSES**

Jessie's Fund values the help of its volunteers and undertakes to refund volunteers' travel expenses. The refunding of other expenses may be refunded by negotiation.

## **HEALTH & SAFETY**

Jessie's Fund aims to provide a safe working environment for its volunteers, on the same basis as for its paid staff. Volunteers are requested to study the health and safety information provided within their Handbook.

Jessie's Fund undertakes to provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

## **CODE OF CONDUCT AND CONFIDENTIALITY**

Volunteers are bound by the same requirements for conduct and confidentiality as paid staff. A code of conduct will be included in their Handbook.

## **EQUALITY AND DIVERSITY**

Jessie's Fund undertakes to ensure that all volunteers, during recruitment and placement, are dealt with in accordance with our equality and diversity policy, a copy of which is set out in the Volunteer Handbook.