

**FAIR FROME**

**VOLUNTEER MANAGMENT POLICY**

**Policy Statement**

Fair Frome is a local charity which aims to support people in Frome and the surrounding area who are living in poverty. We will involve more people more effectively in volunteering to solve more problems and enrich communities

We will do this by:

* Providing a wide range of volunteering opportunities.
* Creating an inclusive environment in which to volunteer.

**Fair Frome** is committed to involving the volunteers directly with the organisation to:

* Contribute to the delivery of our services.
* Form our board of management
* Make sure we are responsive to the needs of our users.
* Provide different skills and perspectives.
* Evaluate and develop our services.

This volunteer policy sets out the principles and practices by which we involve volunteers.

**Principles**

**Fair Frome...**

* Recognises that voluntary work brings benefits to volunteers themselves, to service users and to paid staff.
* Will ensure that volunteers are integrated into the organisational structure and that mechanisms are in place for them to contribute to project work.
* Expects that staff at all levels will work positively with volunteers and, where appropriate,

will actively seek to involve them in their work.

* Recognises that volunteers require rewarding work and personal development and will seek to help volunteers to meet their needs, as well as providing training for them to do their work effectively.
* Will offer reimbursement for any expenses occurred above and beyond normal volunteer duties. Please see our Expenses policy.
* Will provide clear roles and responsibilities for volunteers and staff.
* Aims to provide equality of opportunity.

**Recruitment Process for Volunteers**

* Fair Frome will advertise the posts available where necessary as part of a rolling recruitment program.
* Prospective volunteers will call/email us or drop in to request a volunteer registration form and for any more information they would like about volunteering for us.
* The completed volunteer registration form, providing contact information, emergency contact information, health information and reference details is returned to the Fair Frome office.
* Applicants are invited to meet a member of the Fair Frome Team to ensure that everyone is happy to move forward.
* Fair Frome take up references.
* Once we are happy with the reference, volunteers will by contacted by a member Of the Fair Frome Team to arrange their induction.

**Induction and Training**

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken. It will include:

* The role of the volunteer.
* Access to copies of all the relevant policies including this volunteer Policy,
* Confidentiality, Health and Safety, Manual Handling, Equal Opportunities and Diversity, Safeguarding, Grievance, and Harassment, which we encourage you to read.
* Essential procedures i.e. timekeeping, rota etc.
* Induction training and details of ongoing training.
* The volunteer agreement including GDPR.
* Other information as appropriate.

**Insurance**

Fair Frome has a valid insurance policy. Fair Frome is unable to accept volunteers under the age of 13 or over the age of 80 under this policy.

**Records**

Minimum records will be kept on volunteers these will include the registration form, references, placement details, emergency contact, correspondence and any other relevant information in accordance with Fair Frome’s confidentiality and data handling policies.

**Safety**

Fair Frome will provide a safe working environment and volunteers, staff and trustees have a responsibility to work within the following guidelines.

* Health and Safety
* Lone Working
* Manual Handling
* Guidance for Driving.

**Endings**

When volunteers move on from their role they will be given the opportunity to discuss their responses to the questionnaire more fully with a named person and or a member of the Board of Trustees. Based on their voluntary work, volunteers will have the right to request a reference once they have volunteered for six months. Fair Frome has disciplinary and grievance procedures in

The Board of Fair Frome will carry out regular monitoring of policy and procedures. These Policies will be reviewed annually. The Policy and Procedures were accepted and adopted by the Trustees of Fair Frome:

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| --- | --- | --- | --- |
| Name: | John Killah | Position: | Chair of Trustees |
| Date: | 2.12.24 | Signature: | John Killah |