

**The Charity of the Order of The Regular Canonesses
of the Holy Sepulchre of our Lord
Registered Charity Number 1167869
A Charitable Incorporated Organisation (CIO)**

Volunteer Policy

Involving Volunteers

In line with the mission of the charity, the Trust seeks to involve volunteers so as to:

- Provide new skills, expertise and perspectives, which should complement those of the Community (Canonesses)
- Increase the contact with the local community the Community serve.
- Improve the quality and effectiveness of the services to the benefit of all our clients.

Principles

This volunteering policy is underpinned by the following principles:

- The Community will ensure that volunteers are properly integrated and supported in the organisational structure and that mechanisms are in place for them to contribute to the Community's work.
- The Community will work positively with volunteers and, where appropriate, actively seek to involve them in their work.
- The Community recognises that volunteers require satisfying work alongside personal development and will seek to help volunteers meet these needs.

Recruitment

All prospective volunteers will be asked to complete an application form and will have an informal interview with a member of the Community.

Volunteer Pack

Each volunteer will be issued with policies, a copy of the Volunteer Policy and the Health & Safety Policy of the Trust. None of these form part of a contract – the Community has no intention of creating a contract with any volunteer.

References & Police Checks

All volunteers will be required to provide a reference. Volunteers who will be working with under 18's or particularly vulnerable clients will also be required to complete a Check, which will be reviewed at regular intervals. All DBS Checks are confidential and will be stored securely.

Supervision & Support

All volunteers will have a named person as their main point of contact.

Absence & Availability

Volunteers will be expected to inform their main point of contact of any absence or lack of availability.

Volunteers whose circumstances change are encouraged to discuss their situation with their main point of contact. The Community will endeavour to find alternative hours or work for a volunteer who can no longer continue with their current timetable/role.

Insurance

All volunteers are covered by The Trust's insurance policy whilst they are on the premises or undertaking work on behalf of the charity.

Volunteers are expected to be responsible for their personal property as The Trust cannot be held responsible for any loss or damage.

Health & Safety

The Trust's Health & Safety Policy covers all volunteers.

Volunteers will be expected to have read and have an understanding of the Health & Safety Policy.

Equal Opportunities

The Trust has an Equal Opportunities Policy. A copy of this policy can be made available if requested.

Grievance & Discipline Procedure

The Trust has a Grievance & Discipline Procedure in respect of both paid staff and volunteers. There is also a Complaints Procedure. Copies of these procedures can be made available if requested.

Volunteers will be expected to follow the procedure in the event of any grievance or complaint.

Termination of Voluntary Work

Volunteers will, if possible, give reasonable notice when terminating their voluntary works, although it is acknowledged by the Community that this is not always possible.

The Trust is happy to provide a reference for volunteers upon request.

Comments

Comments and feedback on this policy and its implementation are warmly welcomed. These should be made to the volunteer's main point of contact.

Date of Approval and Issue:	March 2017
Date of Review:	Not set
Version:	1