

Transition Bro Gwaun Volunteer Policy

The purpose of the policy is:

To provide overall guidance and direction to people engaged in voluntary service for Transition Bro Gwaun, including management of the organisation. The policy is intended for internal management guidance only and does not constitute, either implicitly or explicitly, a binding, contractual or personnel agreement.

Definition of 'Volunteer'

Volunteers are people who, unpaid and of their own free will, contribute their time, energy and skills to benefit people and organisations in the community.

Scope of Volunteer involvement

Volunteers will have the opportunity to be involved in all programmes and activities of the organisation.

Responsibilities of Transition Bro Gwaun to its volunteers

Volunteers will be offered tasks to match their skills, abilities and interests. There should be guidance and support available from a designated member of Transition Bro Gwaun to all volunteers.

Developing Volunteers

Volunteers will have the opportunity to practice and develop or expand their current skills, thus gaining confidence to make a contribution to the voluntary sector and enabling them to go for paid work. (If they so wish)

Training opportunities will be publicised to all volunteers. Funding for training will be sought.

Recruitment Policy

Transition Bro Gwaun welcomes, as volunteers, all those who accept our constitution. We will

- Offer opportunities for volunteering in an open, anti-discriminatory environment, giving equal opportunity of access in accordance with its Equal Opportunities Policy
- Encourage involvement of everybody in our community no matter what disabilities or disadvantages they may have.
- Seek to find suitable activities for potential volunteers

Problem management

- Transition Bro Gwaun aims to treat all volunteers fairly and to try all means to resolve differences or disputes. The management committee is responsible for dealing with problems or complaints.

- Transition Bro Gwaun may, at any time or for whatever reason, limit or terminate a volunteer's work for the organisation.
- A volunteer may at any time, for whatever reason, decide to sever their relationship with Transition Bro Gwaun. Notice of such a decision should be communicated as soon as possible to the management committee.

Volunteers can expect

- A brief induction to the organisation
- To know what their rights and responsibilities are
- Opportunities for personal development
- Defined task/s to carry out
- The means to do it (including training where available and appropriate)
- The support to see it through
- Involvement in developing the task/project
- The chance to contribute to relevant Transition Bro Gwaun policy
- Payment of out of pocket expenses, provided this is agreed before hand by the committee.
- A safe working environment, protected from discrimination, harassment, bullying or abusive behaviour
- Insurance policies covering the volunteers' activities

Transition Bro Gwaun expects volunteers

- To be committed to the task/s freely undertaken
- To carry out tasks in a way that reflects the aims of the organisation
- To carry out the task in a reliable, non-discriminatory and courteous manner
- To let Transition Bro Gwaun know in advance of any absence or change in practice
- To maintain confidentiality of Transition Bro Gwaun's business and any sensitive data involved in the tasks
- To be aware of and adhere to Transition Bro Gwaun's policies.

Approved by: Management Committee	Date Approved: 2009	Reviewed: 20.07.17
		25.06.24

Transition Bro Gwaun (TBG)

Volunteer Registration Form

Volunteer Details

Last name..... Forenames.....

Address.....

.....

Postcode.....

Home tel. no.....Mobile tel no.....

Email addressDoB.....

If there were an emergency while you are volunteering with us, who would you want us to contact?

Name.....

Address.....

.....

Post code.....

Home tel. No.....Mobile tel no.....

Health information

Do you have any condition, disability, injury or illness we should be aware of to ensure your personal safety and/or the safety of others? If so, please specify:

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Confidentiality

Whilst working with us you may see and hear things of a confidential nature. It is important that confidential information is not discussed with anyone other than those required for the execution of the project.

Criminal convictions and DBS checks

As a volunteer you are not subject to the Rehabilitation of Offenders Act **1974**. However, if you have any criminal convictions it would be good practice to share that information with the project leaders – it would be treated with the strictest confidentiality.

Volunteers may be required to undergo a DBS check should they be required to work with children or vulnerable adults. Your project manager will advise you should this be the case.

Do you have a current DBS check? **YES / NO**

If yes, are you registered with the DBS update Service? **YES / NO**

Your email address and telephone number may be shared with other volunteers or staff and visible to others in emails. Please indicate whether this is acceptable to you. **YES / NO**

Volunteering

What experience/skills/qualifications do you have which you feel may be useful in your volunteering role with TBG?

What types of roles would you like to carry out within TBG?

What days and times are you likely to be available to volunteer?.....

Do you hold a current UK driving license? **YES / NO**

Do you have a car you would be prepared to use for voluntary work? **YES / NO**

Declaration: I confirm that the information given on this form is accurate and I confirm that I will abide with the policies and procedures of TBG.

Signature..... Date.....

Thank you for completing this form and volunteering with TBG. If you wish to discuss anything more fully or confidentially, please contact:

Chris Samra 01348 831021 c.samratibbs@gmail.com