**Policy**

**VOLUNTEERING WITHIN THE CHARITY**

**Bo’ness Networking Group [Bo’net]** our volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to our organisation and those who use our services.

Within Bo’net volunteers are involved in:

· Board of Directors/Management Committee

· Various roles undertaken by volunteers

Bo’net aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

· The tasks to be performed by volunteers will be clearly defined, so that all everyone is sure of their respective roles and responsibilities.

· The organisation will comply with the Data Protection Act in the use of data held on all volunteers.

· Volunteers will be provided with regular opportunities to share ideas/concerns with a named contact in line with our Support and Supervision Policy;

· All existing and future policies will be checked as to how they affect volunteers.

2. **The Purpose of this Policy**

By adopting this policy Bo’net aims to:

· Highlight and acknowledge the value of the contribution made by

volunteers.

· Reflect the purpose, values, standards, and strategies of the organisation

in its approach to involving volunteers.

· Recognise the respective roles, rights, and responsibilities of volunteers.

· Confirm this organisation’s commitment to involving volunteers in its

Charitable work.

· Establish clear principles for the involvement of volunteers; and

· Ensure the ongoing quality of both the volunteering opportunities on offer

and the work carried out by our volunteers.

This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required, for the role of volunteers alongside paid staff [ if this comes to fruition]. This document and the associated policy, procedures and guidance provide a framework for the involvement of volunteers.

3. **Recruitment and Selection**

Bo’net will adhere to its equalities and diversity policy when recruiting and selecting volunteers. All potential volunteers will be asked to complete a volunteer’s application form. Written task descriptions will outline time, commitment, necessary skills, and actual duties. Where there is specific training required this will be highlighted as part of the recruitment process. Where there is a requirement for a Disclosure Check this will be highlighted as part of the recruitment process.

**Support and Supervision**

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under Bo’ness Networking Public Liability Insurance.

All volunteers will have an induction to their volunteering which will involve an overview of the relevant policies and procedures. Following Induction, volunteers will have regular support and supervision meetings with a named contact to identify areas for development, or to discuss any issues. A record of these discussions will be held as part of the individual volunteer’s records. Volunteers can have access to their records at any time.

Volunteers will be able to claim reasonable expenses for their volunteering Volunteers should discuss any planned expenditure prior to incurring these expenses to ensure that it will be covered by the organisation.

Where volunteers have holidays or other commitments which mean that they cannot attend their normal volunteering, they should advise their named contact to ensure that we can arrange alternative cover. If volunteers require a longer break from their volunteering, they should discuss this with their named contact. Bo’net will endeavour to be as flexible as possible to accommodate the needs of volunteers.

Volunteers can access learning and development opportunities which are relevant to their volunteering role throughout their time with Bo’net. Opportunities for Learning and Development will form part of the discussions at support and supervision sessions.

**Problem Solving**

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with using the organisation’s Disciplinary, Grievance and Dismissal Policy.

**Responsibility**

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the Chair -Madelene Hunt.

Implementation and adherence to this policy is the responsibility of all volunteers within the organisation.

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