



Volunteer Policy: LIBERTY CHURCH SWANSEA

Why do we involve volunteers?

- ⤴ To increase our contact with the local community we serve.
- ⤴ To benefit from the skills and perspectives volunteers bring with them.
- ⤴ To offer our volunteers new skills and experiences.
- ⤴ To ensure that our services meet the needs of our clients.

Recruitment

LIBERTY CHURCH SWANSEA will aim to identify worthwhile and satisfying opportunities for volunteers.

LIBERTY CHURCH SWANSEA will produce a volunteer role description for all voluntary opportunities.

LIBERTY CHURCH SWANSEA will aim to help any volunteer overcome barriers that may make it difficult for them to volunteer with us.

LIBERTY CHURCH SWANSEA will always operate in line with its Equal Opportunities policy in relation to both recruitment and support of volunteers.

Discussions will be held with all prospective volunteers to ensure that their skills and interests are best served by the volunteering opportunity. References will also be taken where appropriate.

LIBERTY CHURCH SWANSEA's volunteers are not introduced to replace paid staff.

Induction

All volunteers will be entitled to a structured induction period, to familiarise them with our work in general and their own area of work. Training will be offered where it helps them fulfil their role effectively and as funds permit.

All volunteers will be asked to sign a Volunteer Agreement which requires them to abide by the rules and principles of the organisation. These will be clearly explained, and copies of appropriate policies and procedures made available.

All volunteers will be briefed about the importance of maintaining confidentiality and asked to sign a confidentiality statement where appropriate.

Support and supervision:

All volunteers will have a named person as their main contact. They will be provided with regular opportunities to feedback on progress, discuss future developments and air any problems. A grievance procedure exists to deal with any unresolved problems. (See Complaints Policy)

All volunteers are covered by LIBERTY CHURCH SWANSEA's insurance policy while they are on the premises or engaged in LIBERTY CHURCH SWANSEA's work. All pre-approved out-of-pocket spending will be reimbursed. Reimbursement of other out-of-pocket expenses will be considered where funding permits.

LIBERTY CHURCH SWANSEA will ensure that volunteers are made aware of health and safety procedures and requirements, and will, as far as practicable, provide a safe environment for volunteers.

Volunteers will be encouraged to express their views on matters concerning the organisation. Their opinion will be sought concerning any changes or developments which may affect them.



LIBERTY CHURCH SWANSEA will respect the confidentiality of volunteers and will not release any information about them without their agreement.

LIBERTY CHURCH SWANSEA will supply a reference to any volunteer seeking other voluntary work or paid employment.

Volunteers will be introduced to staff members, made to feel welcome, valued for what they offer and thanked for their contribution.

Termination

LIBERTY CHURCH SWANSEA reserves the right to terminate your volunteer relationship. This will be done in writing. LIBERTY CHURCH SWANSEA will where possible try and give volunteers at least two-weeks' notice of termination of the volunteering relationship but has the right to terminate the volunteer relationship without notice at any time without prejudice.

If you wish to withdraw from your voluntary role you are asked to give as much notice as possible. LIBERTY CHURCH SWANSEA would appreciate at least two weeks' notice of you leaving your role but recognises your right to withdraw at any time without prejudice. You will be offered an exit interview upon leaving your voluntary role at LIBERTY CHURCH SWANSEA.

Monitoring and Review

It will be the responsibility of LIBERTY CHURCH SWANSEA to regularly review the operation of this Volunteer Policy and to make sure that it is always in accordance with the Equal Opportunity Policy and current volunteering best practice.

Safeguarding:

Many of our service users are deemed vulnerable adults. All volunteers will need to demonstrate to LIBERTY CHURCH SWANSEA that they are fit for the role that they are undertaking. For some roles this would require undertaking the taking up of references and the receipt of a relevant DBS check.

Created in April 2021 and agreed for use in Liberty Church Swansea by Trustees on 30/05/2021

To be reviewed every 2 years

Next Review date

30/05/2023