

# Volunteer Policy

## Preston Road Community Centre

### 1. Introduction

Preston Road Community Centre CiO runs a community centre in Preston Road, Abingdon for the benefit of local residents and organisations. Its objects are *to advance education and, in the interests of social welfare, to provide leisure and recreational activities*. 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. Volunteer involvement in this organisation does not replace or devalue the role of paid staff.

Within Preston Road Community Centre volunteers are involved in:

- Trustees/Facilities and Management Committee
- Overseeing the running of the centre
- Running Bingo

Preston Road Community Centre 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;
- volunteering opportunities will complement and only where finding paid staff for a role is difficult replace the work of paid staff
- volunteers will be provided with regular opportunities to share ideas/concerns with a named contact in line with proper Support and Supervision;
- all existing and future policies will be checked as to how they affect volunteers

### 2. The Purpose of this Policy

By adopting this policy Preston Road Community Centre 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 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. This document and provides a framework for the involvement of volunteers.

### **3. Recruitment and Selection**

Preston Road Community Centre will adhere to equalities and diversity standards when recruiting and selecting volunteers. All potential volunteers will be asked to complete a volunteer's application/registration 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. All volunteers will be required to provide 2 references.

### **Support and Supervision**

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under Preston Road Community Centre 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 in line with the Expenses Policy. Volunteers should discuss any planned expenditure prior to incurring this 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. Preston Road Community Centre 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 Preston Road Community Centre. 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 trustees. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.

Reviewed at the meeting: Feb 2024

Review: by the end of Feb 2026