

HEREFORDSHIRE GROWING POINT



Volunteers Policy

This policy has been written using information from the Volunteer Policy of Cancer Research UK. It outlines the principles of HGP's relationship with volunteers and gives basic information about volunteering with us.

This policy should be read together with our Recruitment Policy and our Equal Opportunities Policy for further information.

Herefordshire Growing Point is a charity that relies on the goodwill of volunteers and we aim to ensure that volunteers enjoy the experience of working with Herefordshire Growing Point and that they feel valued for their contribution of time, energy and skills.

HGP aims to treat volunteers in the same way as its paid members of staff in

- Offering training and support for the role
- Recognising loyalty and dedication
- Welcoming and respecting the views of volunteers
- Reimbursing expenses
- Making necessary arrangements for health, safety and welfare.

We ask our volunteers for a similar commitment to other members of staff

- Aiming for high standards of efficiency, reliability and quality
- Working in partnership with other members of staff
- Supporting and respecting our policies and procedures
- Acting responsibly and within the law
- Letting the Courses Co-ordinator know if there are any problems or changes in your circumstances that may affect your volunteering.

We are committed to ensuring the wellbeing and safety of volunteers and, in return, we expect volunteers to contribute to a safe working environment. All volunteers at Herefordshire Growing Point must

- Take reasonable care for the health and safety of themselves and others
- Co-operate with other members of staff
- Follow our Health and Safety Policy
- Report accidents, incidents or dangerous circumstances to the Courses Co-ordinator
- Be aware of actions to take in the event of an emergency.

Herefordshire Growing Point has appropriate insurance in place to cover its volunteers, including employers' liability insurance and public liability insurance. However it does not cover your personal belongings or motor insurance. Driving in connection with charitable volunteering is normally classified by insurers as 'social domestic and pleasure' which is part of your standard cover, but we recommend that volunteer drivers check with their insurer.

Any concerns should be addressed to the Courses Co-ordinator or the Chair of Trustees.

This policy will be reviewed every 2 years.

Signed:(Chairman)

Date Adopted:

| Author | Position | Date of next review |
|---------------|-----------------|----------------------------|
| J Cohn | Trustee | March 2017 |