



Volunteers Policy

This policy outlines the principles of HGP's relationship with volunteers. It has been guided by information from the Volunteer Policy of Cancer Research UK.

It should be read together with our Recruitment Policy, Equal Opportunities Policy and Safeguarding Policy.

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.

Recruitment of Volunteers

All prospective volunteers will be given the 'Becoming a Volunteer' role description explaining the charity's requirements, including the importance of safeguarding issues. Depending on the nature of the volunteering role, DBS clearance may be required. Before confirmation of appointment as a volunteer, the Charity Manager will check whether this is required and the level of the clearance.

Face to face interviews of volunteer candidates will be conducted by the Charity Manager and one other representative of the charity eg tutor or trustee.

Once confirmatory checks are complete (see Recruitment Policy), the volunteer will be asked to sign the Volunteer Agreement on appointment.

HGP relationship with Volunteers

HGP aims to treat volunteers in the way as its trustees and paid members of staff in:

- Offering training and support for the role
- Recognising loyalty and dedication
- Welcoming and respecting the views of volunteers
- Making necessary arrangements for health, safety and welfare
- Reimbursing expenses (please refer to Reimbursement of Trustees and Remuneration policies for further guidance)

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 Charity Manager know if there are any problems or changes in circumstance that may affect 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 Charity Manager

- 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 personal belongings or motor insurance. Driving in connection with charitable volunteering is normally classified by insurers as 'social domestic and pleasure' which is usually part of a driver's standard cover, but we recommend that volunteer drivers check with their insurer.

This policy will be reviewed every 2 years.

Signed:(Chairman)

Date Adopted:

Author	Position	Date of next review
J Cohn	Trustee	March 2021