



REGIONAL LANGUAGE NETWORK YORKSHIRE & HUMBER RLNYH LTD

Volunteer Policy

We are committed to the promotion, support and development of voluntary and community organisations and activities. This policy is intended to provide the framework for our involvement with all our volunteers, including trustees and help define the role of volunteers within our organisation. This policy is not intended to create a legally binding contract or employment relationship.

Aims

To develop and apply good practice when involving volunteers here at RLNYH Ltd
To involve volunteers in the delivery of our services in order to meet the needs of our customers and increase our contact with the local community.

Principles

We will ensure that volunteers are properly integrated into the organisation structure.
We do not seek to introduce or make use of volunteers to replace paid staff.
We recognise that volunteers require satisfying and interesting voluntary work.
We believe that no volunteer should be out of pocket as a result of their volunteering.

Diversity

We are firmly committed to promoting diversity in all areas of our work and welcome volunteers from all backgrounds and experiences. We have an Equal Opportunities Policy and we regularly review our progress towards greater diversity. Volunteers are expected to have an understanding of and commitment to this policy; this will be covered as part of the volunteer's induction.

Role Description

All volunteers will be provided with a role description giving a clear outline of the tasks their role involves.

Our trustees are provided with terms of reference outlining their roles and are asked to complete a register of interests form to address any conflict of interest.

Recruitment

We would like to recruit volunteers who meet the requirements of the role descriptions relevant to the area of volunteering in RLNYH Ltd.

Our trustees are subject to a nomination and where necessary before election process.

All other volunteers are asked to complete a short application form and asked to provide two referees. As part of the selection process, volunteers will be asked to attend an informal meeting with paid staff to discuss the role and the individual's suitability to it. New volunteers will undergo a 6-week review as part of their induction to ensure that both our organisation's and the volunteer's needs are met.

HR and Data Protection

The relevant team and HR department will hold contact details for all volunteers. In line with the Data Protection Policy records will not be held for longer than necessary and will be stored and disposed of securely.

Individuals who wish to access personal information held by VAS about them are entitled to make a request to see such information under Data Protection legislation. (Please see VAS Data Protection Policy for further details)

Induction and training

All volunteers will undergo an induction into RLNYH Ltd and the relevant area of work. Volunteers may be given the opportunity to shadow current volunteers to reach a better understanding of their role.

Volunteers are welcome to attend any training that is relevant to their role within the organisation.

Support

All volunteers will have access and support as appropriate from a member of our staff. Volunteers are welcome to attend relevant team meetings but are not obliged to do so.

Reimbursement of Expenses

All volunteers are entitled to be reimbursed for actual out of pocket expenses against receipts only. A form is available to record mileage and this will be paid in accordance with HM Revenue and Customs approved mileage rates.

We will reimburse expenses on a daily, weekly or monthly basis.

Volunteers should complete an expenses claim form available from the relevant Manager. This should be:

- Handed in within a month of the expenditure
- Given to the member of staff supporting the volunteer
- Attached to the appropriate receipt
- Recorded on the Petty Cash form by the supporting member of staff

Volunteers will be able to claim for the following:

Travel costs (travel to and from the organisation and any agreed travel undertaken during the course of volunteering);

Meals, if volunteering exceeds 5 hrs at any session;

Care costs of dependants while volunteering (as agreed with the Volunteer Manager)

Training that is relevant to the volunteer role and agreed by the relevant Manager.

Travel and subsistence rates and information are available from the relevant line manager

Insurance

All volunteers are covered by RLNYH Ltd's insurance policy whilst they are on the premises or engaged in any activities authorised by the organisation.

Health and Safety

We have a Health and Safety Policy in which volunteers are included. Volunteers will be made aware of the policy and practical safety issues as part of their induction. Information is available from the relevant line manager.

Problem Solving Procedures

We have a complaints (Problem Solving) procedure to deal with complaints by or about volunteers (copy available in Volunteers Induction Pack).

In rare cases, where a serious problem has occurred, VAS has the right to discontinue its relationship with a volunteer. This would only happen within the agreed volunteers' problem solving procedure.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff. You may be asked to sign a Confidentiality statement.

Disclosure and Barring Service (DBS) Checks

We have agreed that DBS checks on volunteers should be undertaken only for those volunteering opportunities where volunteers will be engaged in 'regulated activities' as defined by the DBS.

Good volunteer practice aims to support inclusive volunteering from all sections of society and the use of routine DBS checks does not fit well with breaking down barriers to volunteering.

Where any future volunteering opportunities involve activities which include contact with children and/or vulnerable adults, we will undertake DBS checks and amend our Volunteer Policy accordingly.

Policy Review

This policy will be reviewed bi-annually