

## Volunteering Policy

### 1. Introduction

Allsorts exists to support and represent local voluntary action by working in partnership to promote equality and encourage diversity. In line with this mission Allsorts involves volunteers to:

- Ensure that our services meet the needs of our clients.
- Provide new skills and perspectives.
- Increase our contact with the local community we serve.

### 2. Principles

The volunteering policy is underpinned by the following principles:

- Allsorts will ensure that volunteers are properly integrated into the organisation.
- Allsorts volunteers are not introduced to replace paid staff.
- Allsorts staff and trustees are expected to work positively with volunteers.

### 3. Practice Guidelines

The following guidelines deal with the practical aspects of involving volunteers at Allsorts. More detailed information, including copies of the various documents referred to, are provided in the Volunteers Pack.

### 4. Interviews And Confidentiality

All prospective volunteers will be interviewed. The purpose of this is to explore the interests of the volunteer, the skills they have to offer and how best to maximise their potential within the volunteering opportunity available. References will be asked for due to the importance of confidentiality within the organisation. Volunteers will be given a copy of our confidentiality policy, which must be adhered to and are bound by the same requirements as paid staff.

### 5. Volunteer Agreements/ Voluntary Work Outlines

Allsorts requires all volunteers to sign a Volunteer Agreement. This document is an outline of what is expected of the volunteer and what Allsorts will undertake to provide for volunteers. This paper also contains an outline of the specific tasks they will be undertaking.

## **6. Expenses**

All volunteers will have their travel expenses reimbursed. Details are in the Volunteers' Pack.

## **7. Induction and Training**

All volunteers will receive an induction into Allsorts and their own area of work. Training will be provided as appropriate.

## **8. Support**

All volunteers will have a named person as their main contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

## **9. Volunteer's voice**

Volunteers are encouraged to express their views at Allsorts on matters concerning the organisation. Their opinion will be sought concerning any changes or reviews of the organisations procedures.

## **10. Insurance**

All volunteers are covered by Allsorts insurance policy whilst they are on the premises or engaged in Allsorts work.

## **11. Health And Safety**

Volunteers are covered by Allsorts Health and Safety policy, a copy of which is in the Volunteers' Pack.

## **12. Equal Opportunities**

Allsorts operates an equal opportunities policy in respect of both paid staff and volunteers. A copy is in the Volunteers' Pack.

## **13. Problem Solving**

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the procedure is in the Volunteers' Pack.

**For families who have children with disabilities or additional needs**

Date approved and adopted	January 2010
Last revision date	June 2013 March 2017
Next due revision date	March 2018
Initial of last staff alteration	NB

**For families who have children with disabilities or additional needs**

T 07582 378422 E [info@allsortsglos.org.uk](mailto:info@allsortsglos.org.uk) W [www.allsortsglos.org.uk](http://www.allsortsglos.org.uk)  
PO Box 3092 Stroud Gloucestershire GL6 1GN

Registered Charity in England No. 1153484

Volunteering Policy  
Updated 02/03/2017

Page 3 of 3