



Volunteer Policy

FINAL V4.0

Dated:	November 2024
Next Review Date:	November 2026

VOLUNTEER POLICY

1.0 Introduction

The Talk About Trust & the Pavilion in the Park (PiPs) Ltd (collectively known as the 'organisation') recognises that volunteers can make a valuable contribution to the work of the organisation and it strives to be a 'volunteer friendly' organisation. This document sets out the principles, practices and procedures for the engagement of volunteers.

2.0 Definition

Volunteers are individuals who offer their experience, knowledge and skills to the organisation, free of charge, with the aim of helping the organisation to raise funds or achieve its' service objectives.

3.0 Principles

When engaging volunteers the organisation will apply the following principles:

- Volunteers will not take the place of an existing employee's post, nor any tasks or projects which (within the past 6 months) were done by paid employees whose posts have since been removed
- The trust recognises that volunteers have the choice to undertake an activity or not
- The trust expects volunteers to be committed to its work and its ethos
- The trust recognises volunteers as a valuable contributor to its work and of the individual skills of each volunteer

4.0 Engagement of Volunteers

The Talk About Trust primarily engages volunteers to support with community events and fundraising events, but they may also be engaged for other activities from time to time.

The Pavilion in the Park (PiPs) Ltd engages volunteers from time to time to help in the café during busy periods.

The Community Engagement Manager will assess the suitability of all volunteers for the charity & the Cafe Manager will assess the suitability of all volunteers for PiP Café – each volunteer will be provided with a 'Volunteer Agreement' as shown in Appendix A, and will receive the necessary level of induction and training to undertake the tasks assigned.

5.0 Equal Opportunities

All individuals irrespective of race, gender, disability, sexuality, age or marital status will be welcomed as volunteers. If a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunity policy then he/she will be deemed unsuitable for a volunteer position.

6.0 Termination of Volunteers Role

Where appropriate, the volunteer may be asked to leave by the Chief Executive. In all cases the volunteer will be entitled to an explanation of the decision.

7.0 Discipline & Grievance

Volunteers will not be subject to the organisation's disciplinary procedures. Correspondingly, volunteers will not have access to the organisation's grievance procedures. However, volunteers will be entitled to use the organisation's Complaints procedure. (See the Volunteer Agreement in Appendix A). Where appropriate, the complaint will be investigated fully by the Chief Executive.

8.0 Payment & Expenses

Volunteer roles are usually unpaid and any payment to a volunteer for their time or expenses must be agreed in advance with the Chief Executive.

9.0 Insurance

Volunteers will be covered by the organisation's insurance for employers liability, public liability and professional indemnity where appropriate. If volunteers use their own vehicle whilst volunteering for the organisation they must ensure they have the appropriate insurance cover, driving licence and MOT certificates.

10.0 Monitoring & Review

It is the responsibility of the Chief Executive to regularly review the operation of this policy to ensure that it is in accordance with the Equal Opportunity Policy.



Chief Executive

Date November 2024

APPENDIX A

The Talk About Trust & Pavilion in the Park (PiPs) Ltd

Volunteer Agreement

Purpose of this agreement

- To contribute towards a constructive and pleasant atmosphere in which to volunteer.
- To ensure that all volunteers know what behaviour they have a right to expect from other volunteers and staff.
- To ensure that all volunteers and Trustees know what behaviour is expected of them whilst volunteering for the organisation
- To ensure volunteers are able to comply with all elements of legislative and regulatory compliance which applies to them.

Respect for Others

Volunteers will:-

- treat other people fairly and equally
- not discriminate unlawfully against any person
- allow others to express themselves and understand that all views are important even if they are not the same as their own - as long as no offence is caused even if unintentionally
- speak to the Chief Executive of the organisation in the first instance if they have any issues with the work or the other volunteers.

Equal Opportunities

A volunteer must:-

- Understand, respect and work at all times without prejudice to race, age, ethnic origins, disability, gender, physical and mental health, religion, sexuality or cultural background.
- Understand that all forms of discrimination, including bullying and harassment are unacceptable.
- Perform his/her duties with honesty, integrity, impartiality, objectivity and a positive attitude

Volunteers should:-

- Work together and help each other wherever possible
- Listen to and adhere to decisions agreed
- Ask if in doubt
- Where required (e.g. volunteering with children), provide evidence of a current DBS certificate, or agree to obtain a DBS certificate if not already held

- Understand that the following elements of the Staff Handbook will apply for them:
 - Disability
 - Alcohol, Drugs & Smoking policy
 - Company Equipment
 - Conduct
 - Data Protection
 - Dignity at Work
 - Dress Code
 - Equality & Diversity
 - Health & Safety Policy
 - IT & Social Media Policy
 - Menopause
 - Mobile Phones
 - Receipt of Gifts

The Staff Handbook containing these sections can be found at [Staff Handbook](#), the Health & Safety Documentation can be found at [Health & Safety](#) and other policy documents can be found at [Other Policies](#). Hard copies can be provided if required.

All volunteers are required to sign a copy of this document to show that they have accepted the agreement.

Signed by volunteer

For the Talk About Trust & Pavilion in the Park
(PiPs) Ltd

Date

Date