



SEEDS FOR GROWTH VOLUNTEER POLICY

Introduction

Seeds for Growth exists to enhance health, well-being, employment and community co-cohesion.

In line with this mission Seeds for Growth seeks to involve volunteers to:

- ensure our services meet the needs of our clients
- provide new skills and perspectives
- increase our contact with the local community we serve

Principles

This Volunteering Policy is underpinned by the following principles:

- Seeds for Growth will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Seeds for Growth's work.
- Seeds for Growth does not aim to introduce volunteers to replace paid staff.
- Seeds for Growth expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- Seeds for Growth recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Practice guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

Recruitment

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Volunteer agreements and voluntary work outlines

Each volunteer will have a volunteer agreement establishing what Seeds for Growth undertakes to provide them. In addition, they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract; Seeds for Growth has no intention of creating a contract with any volunteers. Each volunteer will also receive a Volunteers Handbook.

Expenses

All volunteers are eligible for reimbursed their travel and other direct costs associated with the work being undertaken. Volunteers working a minimum of five hours per day will be able to claim expenses for lunch.

Induction and training

All volunteers will receive an induction into Seeds for Growth and their own area of work. Training will be provided as appropriate. Where possible volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

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

The volunteer's voice

Volunteers are encouraged to express their views about matters concerning Seeds for Growth and its work.

Insurance

All volunteers are covered by Seeds for Growth's insurance policy whilst they are on the premises or engaged in any work on Seeds for Growth's behalf.

Health and safety

Volunteers are covered by Seeds for Growth's Health and Safety Policy, a copy of which will be provided to all volunteers in their induction.

Equal opportunities

Seeds for Growth operates an equal opportunities policy in respect of both paid staff and volunteers, a copy of which will be provided to all volunteers in their induction. Volunteers will be expected to understand and commit to our equal opportunities policy.

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.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.
