

VOLUNTEER POLICY

This policy sets out to provide guidance to staff and volunteers and outline procedures and support mechanisms available to volunteers. It defines the term “volunteer” and provides a framework of best practice which we will endeavour to follow when appointing, managing and supporting our volunteers.

- Definition of the Relationship: Volunteers are individuals or groups who offer their time, experience, knowledge and skills without financial gain beyond reimbursement of out-of-pocket expenses; helping us to achieve our aims.
- There is no contract of employment between Vision 4 Youth and its volunteers and volunteers are not considered employees of Vision 4 Youth.
- Vision 4 Youth Commitment to the Volunteer: Vision 4 Youth views its volunteers as a valuable resource and is committed to providing support and recognition of their input. Volunteers are supported through the provision of resources necessary to complete their duties, induction and appropriate training and a supervision commitment. Volunteer contributions are recognised through written references (where appropriate), invitation to special events and opportunities to feedback to the development of volunteer management at Vision 4 Youth. Volunteers have the right to refuse any request made of them and are not bound by contract but are obliged to volunteer in line with this Handbook, the Volunteer Policy and the Volunteer Agreement.
- Commitment of the Volunteer: Vision 4 Youth expects volunteers to behave in a manner which reflects positively on the organisation and to promote the key organisational messages where possible. Vision 4 Youth expects volunteers to execute agreed duties, unless otherwise informed, and requests that volunteers carry out in the name of the charity only those tasks approved by supervising staff.
- Vision 4 Youth expects volunteers to be supportive of staff, other volunteers and of the values and aims of the charity.
- Vision 4 Youth asks that all volunteers volunteering on a rota basis to please, where possible, give us four weeks’ notice if they are considering altering or leaving their volunteering role. We also ask that volunteers attending irregular events, such as May Fayre or promotional events to please give at least one week’s notice if you are not able to attend a scheduled event.

- Vision 4 Youth expect all volunteers to act in a professional manner when on duty, which also sets a good example for the young people we work with. Please be respectful of other youth workers when expressing their opinions in conversation. However, it is also important to remember that any conversations held whilst volunteering could be overheard by a young person, and therefore it should be considered as to whether the subject matter is age-appropriate.

This Volunteer Policy is underpinned by the following principles:

- Vision 4 Youth will endeavour to ensure volunteers are properly integrated into its organisational structure, that they are kept abreast of organizational developments and that necessary mechanisms are in place for them to contribute to our work.
- Vision 4 Youth does not aim to introduce volunteers to replace paid staff.
- Vision 4 Youth recognises that volunteers require satisfying work and personal development opportunities and will seek to help volunteers meet these needs.
- Vision 4 Youth expects staff to work positively with volunteers.