VISION4YOUTH VOLUNTEER POLICY

This policy provides guidance to staff and Volunteers and outlines procedures and support available to Volunteers. It defines the term "Volunteer" and provides a framework of best practice which Vision4Youth will endeavour to follow when appointing, managing and supporting our volunteers.

- **Volunteers** are individuals or groups who offer their time, experience, knowledge and skills without financial gain beyond reimbursement of out-of-pocket expenses; helping an organisation to achieve our aims.
- All new volunteers will be asked to agree and sign the **Volunteer Agreement** with Vision4Youth as a condition of them becoming a Volunteer
- There is no contract of employment between Vision 4 Youth and its volunteers and volunteers are not considered employees of Vision 4 Youth.

- **Commitment by Vision4Youth:** 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 supervision. This support continues throughout the period of volunteering, with the expectation that volunteers will attend training when feasibly possible. 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 the Volunteer Policy and to sign the Volunteer Agreement. Vision4Youth Trustees will keep Volunteers updated on any developments within the charity.
- **Commitment of the Volunteer:** Vision 4 Youth expects volunteers to behave in a manner which reflects positively on the organisation and to promote Our Aims (vision4youth.org.uk) 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, Trustees and other volunteers
- Vision 4 Youth asks that all Volunteers volunteering on a **rota basis** to please, where possible, give 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.
- 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.

A biannual "coffee and cake session" with the Development Manager or a Trustee and individual Volunteers will be arranged to allow for any feedback, with the charity to fund the cost.