



Title of policy:	Volunteer Policy
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Related policies, procedures and guidance:

Anti Corruption, Bribery and Fraud policy

Anti-Harassment and Anti-Bullying Policy June 2023

Bring your own device procedures and guidelines

Child Safeguarding Policy and Child safeguarding policy and procedures Jun 2022

Complaints, Compliments and Comments Sept 2022

Confidentiality Policy June 2021

Conflict of Interest Policy - June 2023

Data Protection Policy

Electronic Information and Communications Policy

Environment Policy Sept 2022

Equality and Diversity Policy Sept 2022

Health and Safety Policy Sept 2022

Lone Working Policy June 2022

No Smoking Policy June 2023

Password Procedures & Guidance

Privacy Notice

Safer Recruitment Policy June 2021

Social Media Policy June 2023

Whistleblowing Policy

This is a discretionary policy which does not form part of a contract of employment. The Board of Trustees of Carers in Bedfordshire may vary or amend the policy as it deems necessary.

Policy statement

Carers in Bedfordshire is committed to making the biggest difference for carers it can and recognises that by maximising resources and involving members of the community in its work, it can make a greater difference to the wellbeing of the carers we support. We therefore recognise that volunteer support is vital to the charity in our mission.

We see volunteers as people who, unpaid and of their own free will, contribute their time, energy, skills and experience to benefit our organisation and the wider community. This includes carers with the necessary skills and qualities.

Volunteering can:

- have a positive impact on health and wellbeing
- provide opportunities to meet new people
- be a way that people can give back to their communities and make a difference
- help to develop new skills or build on existing experience and knowledge
- be a route to employment.

We are committed to ensuring that the experience of volunteering is positive, productive and rewarding and that training and support is provided to ensure that volunteers can carry out their duties to the highest standards.

This policy sets out our approach to the involvement of all volunteers throughout the organisation.

Its aims are:

- to attract, develop and retain a diverse and high calibre of volunteers
- to ensure a professional and consistent approach to the recruitment, selection and management of volunteers
- to recognise and document the contribution of volunteers in enabling us to fulfil our mission

Our Values

- We welcome and respect the breadth of experience, skills, dedication and goodwill that volunteers bring from the local community
- We are committed to upholding a relationship of trust with volunteers so that they enjoy and are fulfilled by their volunteering experience with us
- We recognise that volunteers complement the role of paid staff and allocate each volunteer to a defined role in the structure of the organisation; we take every effort to foster good working relationships between paid staff and volunteers
- We recognise that the volunteer role is also a 'gift relationship' – no enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their volunteering role. Likewise, our organisation is not compelled to provide regular work or payment or other benefit for any activity undertaken by the volunteer;
- We treat volunteers fairly and do not discriminate against any volunteer on the basis of any protected characteristics; we expect volunteers to treat everyone they come into contact with according to the principles of non-discrimination and equality of opportunity.
- We seek wherever possible to recognise the added value of volunteers in reports to commissioners, grant funders and others; and celebrate success and recognise loyalty and dedication;
- We ensure that volunteers are fully trained and supported to carry out their volunteer role and fulfil our expectations of them
- We encourage volunteers not to be out of pocket by volunteering e.g. to claim expenses.

Volunteers

- Age – those over 18 can volunteer independently. There is no upper age limit except where health issues may pose a risk.
- Carers - Carers who express an interest in volunteering will be supported to consider wider volunteering opportunities and supported to contact their local volunteer centre in addition to being considered for suitable roles with us. Volunteers with caring responsibilities will be allocated to the role with due regard to those responsibilities and the need to maintain the appropriate boundaries. Volunteering with us will not entitle the carer to any preferable treatment or access to services. Carers who informally help at groups or activities will not be regarded as volunteers.
- Staff - Former staff must wait 3 months from the end of their employment with Carers in Bedfordshire before applying to volunteer in the normal way. Current staff may volunteer in a volunteering role which is different from their paid role.
- Volunteering from home - If preferred, once we have assessed you, you can work within our Volunteering from home rules.

Refer to the Volunteer programme implementation and staff guidet for further guidance