



Volunteer Policy

Introduction

Volunteers offer a valuable resource by giving their time and dedication without pay. It is important to ensure that we protect volunteers by making sure they are well looked after and that they are fit to work. It is important that volunteers are treated with respect and dignity, as with all other people involved in the Night Shelter/Drop-In.

Purpose

The aim of this policy is to produce a clear framework for the use of volunteers working at the Night Shelter and/or the Drop-In.

A volunteer is someone who is working in an unpaid capacity as part of a planned programme of activity. This would include any Church Members, friends or others who may offer their services at the Night Shelter and/or Drop-In from time to time.

People volunteer for a variety of reasons and can contribute in a range of ways according to individual needs and talents that they bring. Volunteers will need to abide by the values, principles and policies of the Night Shelter.

Equal Opportunities

Wakefield Baptist Church and the Night Shelter are committed to equal opportunities and believe that opportunities should be open to all regardless of social class, gender, sexual orientation, disability, age, marital status, religion, colour, race or ethnic or national origin. Teamwork promotes mutual interests, harmony, respect, co-operation and understanding between volunteers from diverse backgrounds.

Supervision and management

Volunteers will be supervised by and answerable to the Night Shelter Co-ordinator in the first instance. Ultimately responsibility for the welfare of volunteers lies with the Church Leadership Team.

Our approach to volunteer supervision and management is as outlined in our Volunteer Agreement.



Recruitment and selection

Volunteers will be recruited and selected according to their suitability in helping meet the needs of planned activities.

Volunteers should normally be over 18. If an applicant is under 16 or 17, they may be allowed to volunteer under the supervision of a parent, subject to the agreement of the Night Shelter Co-ordinator.

All prospective volunteers will be asked to read and sign the Volunteer Agreement.

They will be interviewed by the Night Shelter Co-ordinator, two references will be obtained (usually by telephone), and DBS (formerly CRB) Checks will be made.

Volunteers may, at the discretion of the Night Shelter Co-ordinator, be allowed to begin to volunteer before the receipt of DBS Documentation, but they will be more closely supervised and they will not be able to have one-one contact with vulnerable people.

Induction and training

All new volunteers will be required to attend a one hour induction session.

All volunteers will be encouraged to attend the induction session each year thereafter as a refresher.

Other training will occasionally be developed and offered to volunteers, usually on a voluntary basis unless it is required for legal or contractual reasons.

Volunteer expenses

Until such time as a separate volunteer expenses policy is developed, we will reimburse volunteers out of pocket expenses as outlined in the Volunteer Agreement.

Volunteer meetings

We will run regular volunteer meetings, usually every month. These meetings will enable volunteers to get more involved in the development of the service, and we will encourage volunteers to use the meetings to give feedback to staff and management. Attendance at these meetings will be voluntary.

Meeting dates and times will be advertised in advance so that volunteers can plan to come. Agendas and any relevant materials will also be sent out in advance of the meetings, and there will be opportunities for volunteers to respond via phone or email if they can't make it to the meetings.