

## **KP Projects CIC**

### **Volunteer Policy**

#### **1. Introduction**

1.1. This policy sets out the broad principles for voluntary involvement for KP Projects CIC. It is of relevance to all within the organisation, including volunteers, staff members, and those elected or appointed to positions of responsibility.

1.2. This policy will be reviewed on an ongoing basis to ensure that it remains appropriate to the needs of KP Projects CIC and its volunteers.

#### **2. Commitment**

2.1. KP Projects CIC recognises the right that people have to participate in the life of their communities through volunteering. It also acknowledges that volunteers contribute in many ways, that their contribution is unique and that volunteering can benefit users of services, staff, local communities and the volunteers themselves.

2.2. KP Projects CIC values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.

2.3. KP Projects CIC recognises its responsibility to arrange its volunteering efficiently and sensitively so that the valuable gift of the volunteer's time is best used to mutual advantage of all concerned.

#### **3. Recruitment**

3.1 KP Projects CIC is committed to equal opportunities and believes that volunteering should be open to everyone aged 18 and over, regardless of gender, ethnicity, ability, religion and political beliefs. The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks.

Information about the volunteer not relevant to the performance of the volunteering tasks concerned will be disregarded by the organisation in terms of recruitment and selection.

3.2 Volunteering opportunities will be widely promoted in ways that makes them accessible to all members of the community.

3.3 Volunteers who are considered unsuitable for a particular task will be, referred to the nearest Volunteer Centre or signposted to other suitable organisations.

3.4 All volunteers recruited by KP Projects CIC will be asked to submit a application form. In this form Volunteers will be asked to disclose any information that may be relevant to the performance of their duties and the

protection of children and vulnerable adults. If the volunteer will be working with children and/or vulnerable adults the relevant member of staff will make sure they are supervised at all times, and the member of staff who will be supervising will have been appropriately vetted. Should volunteers be working on their own with children or vulnerable adults, they will be required to undertake a DBS check.

## **Induction and training**

**4.1** All Volunteers recruited by KP Projects CIC will be given a welcome pack which will include all the necessary information to enable them to perform with confidence.

**4.2** All volunteers will be made aware of and have access to all the organisation's relevant policies, including those relating to volunteering, health and safety, safeguarding and equal opportunities.

**4.2** Volunteers may be involved in KP Projects CIC activities through external organisation we are working in partnership with. These Volunteers will be given a briefing by the Front of House Manager where they will be given information on the project, Health and safety, safeguarding policy and information to the activity relevant to that venue. This is to help ensure best practice and cohesion of all participating Volunteers and staff.

## **5. Expenses**

We are currently not able to offer expenses, but are working on developing budgets to facilitate volunteer engagement

## **6. Support, supervision and recognition**

**6.1** Volunteers have a named person, (currently Project Manager Valerie Furnham), to whom they take their volunteering concerns and seek guidance and support.

**6.2** Volunteers will be given the opportunity, where relevant, to share their views and opinions with the organisation's wider staff, at staff meetings, through feedback forms and through verbal feedback with the named supervisor

## **7. Appearance**

**7.1.** KP Projects CIC does not seek to inhibit individual choice in relation to appearance. However, because volunteers have a public role they are expected to dress appropriately at all times in relation to their role.

## **8. Insurance**

**8.1** Volunteers performing work for KP Projects CIC will be covered by KP Projects CIC Public & Employer's Liability Insurance.

**8.2** KP Projects CIC does not insure the volunteer's personal possessions against loss or damage.

## **9. Health and Safety**

9.1. KP Projects CIC is committed to providing and maintaining a healthy and safe working environment for all staff, freelancers and volunteers. KP Projects CIC takes the health and safety of our volunteers very seriously. All volunteers will be briefed regarding essential safety procedures and protocol.

9.2. Volunteers agree to carry out their duties in a safe and responsible way and not to take unnecessary risks.

## **10. Confidentiality and data protection**

10.1. The organisation will advise the volunteer on its confidentiality policy and procedures, where relevant. This includes those relating to personal information held by the organisation relating to the volunteer.

10.2 Volunteers agree not to disclose confidential matters relating to the organisation's business and personnel matters.

## **11. Rights and Responsibilities**

11.1. The organisation recognises the rights of volunteers to:

- Know what is (and what is not) expected of them
- Have adequate support in their volunteering
- Receive appreciation
- Have safe working conditions
- Be insured
- Know their rights and responsibilities if something goes wrong
- Receive relevant out-of-pocket expenses
- Receive appropriate training
- Be free from discrimination, harassment and bullying

**15.2.** The organisation expects volunteers to:

- Be reliable
- Be honest
- Respect confidentiality, data protection and copyright
- Make the most of training and support opportunities

- Carry out tasks in a way that reflects the aims and values of the organisation
- Carry out their work in a safe and responsible way and not take unnecessary risks
- Work with agreed guidelines
- Comply with the organisation's policies