



# NoOffence!

## Volunteering Policy

### 1. Introduction

- 1.1. NoOffence! CIC exists to encourage, promote and facilitate the collaboration of organisations from the voluntary, public and private sectors to address the issue of reducing reoffending.
- 1.2. In line with this NoOffence! CIC seeks to involve volunteers to help:
  - 1.2.1. Ensure our services meet the needs of our clients
  - 1.2.2. Provide new skills and perspectives
  - 1.2.3. Promote the work of NoOffence! CIC
  - 1.2.4. Influence positively how the sector is portrayed to the general public

### 2. Principles

- 2.1. This Volunteering Policy is underpinned by the following principles:
  - 2.1.1. NoOffence! CIC will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to NoOffence! CIC's work.
  - 2.1.2. NoOffence! CIC does not aim to introduce volunteers to replace paid staff.
  - 2.1.3. NoOffence! CIC expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
  - 2.1.4. NoOffence! CIC recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to undertake their role effectively.

### 3. Practice Guidelines

- 3.1. The practical aspect of the involvement of volunteers is detailed in the accompanying Volunteer Agreement.

### 4. Recruitment

- 4.1. All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.



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### **5. Volunteer Agreements and Voluntary Work Outlines**

5.1. Each volunteer will have a Volunteer Agreement establishing what NoOffence! CIC undertakes to provide for them. In addition they will agree to a written outline of the specific voluntary work they will be undertaking. Neither of these documents or the combination of both constitutes a contract, NoOffence! CIC has no intention of creating a contract with any volunteers. Each volunteer will be provided with a Volunteer Agreement.

### **6. Expenses**

6.1. In the first instance, all expenses must be agreed with your Line Manager prior to being incurred.

6.2. All volunteers will have their approved travel and other reasonable expenses reimbursed, subject to the correct completion of the expense claim form and production of receipts. Volunteers working a minimum of five hours per day will be able to claim expenses for lunch (for details see the Volunteers Agreement). Expenses must be claimed within 3 months of the date incurred.

### **7. Induction and training**

7.1 All volunteers will receive an induction into NoOffence! CIC and their own area of work. Training will be provided as appropriate.

### **8. Support**

8.1. All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feed back on their progress, discuss future development and air any problems.

### **9. The Volunteer's Voice**

9.1. Volunteers are encouraged to promote the work of NoOffence! CIC in a positive and constructive manner.

9.2. Volunteers can share constructive ideas for the future development of NoOffence! CIC

9.3. Regular discussions are held individually with volunteers to ensure their voice can be heard. This can be done privately at their request.



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## **10. Insurance**

10.1. All volunteers are covered by No Offence's insurance policy whilst they are on the premises or engaged in any work on No Offence's behalf.

## **11. Health and Safety**

11.1. No Offence's Health and Safety Policy cover volunteers, with a copy available upon request.

## **12. Equal Opportunities**

12.1. NoOffence! CIC operates an equal opportunities policy in respect of both paid staff and volunteers. A copy is available upon request. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

## **13. Problem Solving**

13.1. We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the procedure is available upon request.

## **14. Confidentiality**

14.1. Volunteers will be bound by the same requirements for confidentiality as paid staff.

## **15. Review**

15.1. The policy will be reviewed in January 2016 by the Chief Executive. It will also be reviewed in response to changes in relevant legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

\*\*Cross Ref: Volunteer Agreement

**Approved by: Chief Executive, 5<sup>th</sup> January 2015**

**Review date: January 2016**