



South Lanarkshire
**Carers
Network**

VOLUNTEER POLICY

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Introduction

This policy is the guiding principle that SLCN (The Network) will adhere to in relation to volunteers. This policy will ensure our services meet the needs of our clients, provide new skills and perspectives and increase our contact with the local community we serve.

In devising this policy, South Lanarkshire Carers Network acknowledges Volunteer Development Scotland and Vaslan South Lanarkshire guidelines on good practice in engaging volunteers.

Purpose

The purpose of this policy is to ensure South Lanarkshire Carers Network recognises the value of voluntary activity as an important expression of citizenship and an essential component of a free and democratic society. In engaging volunteers, South Lanarkshire Carer Network will take responsibility for ensuring they are deployed appropriately, valued for their contribution and respected as colleagues.

For the purpose of this policy volunteering is defined as:

“Volunteering is the commitment of time and energy for the benefit of society and community, the environment or individuals outside one’s immediate family. It is undertaken freely and by choice, without concern for financial gain.”

Aims of Policy

- To recognise the importance and effectiveness of voluntary activity and acknowledge and support the role of volunteers in its work.
- Outline the principles upon which volunteers are engaged within the organisation
- Set standards of good practice in the involvement of volunteers within the organisation
- Encourage and enable rather than restrict the involvement of volunteers within the organisation
- Ensure effective systems of management and support are implemented for those managing volunteers

Related Policies

Expenses Policy, Health and Safety Policy, Equal Opportunities

Policy

Good Practice

- Volunteers will be recruited in line with South Lanarkshire Carers Network equal opportunities policy. Positive action steps will be taken in the recruitment of volunteers where appropriate
- South Lanarkshire Carers Network will keep informed of good practice in the recruitment and selection of volunteers via Vaslan and will seek their assistance and advice where appropriate.

- All volunteering opportunities will be advertised widely, in ways that are accessible to all sections of the community.
- Volunteers will be offered appropriate volunteering opportunities to meet their individual needs and the needs of South Lanarkshire Carer Network and referred to Vaslan where no suitable opportunity has been identified.

Recruitment

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.

Volunteer agreements and voluntary work outlines

Each volunteer will have a verbal volunteer agreement establishing what SLCN undertakes to provide them and the nature of their volunteering activities. These do not constitute a contract.

Expenses

All volunteers will have their travel and other expenses reimbursed. Volunteers working a minimum of five hours per day will be able to claim expenses for lunch

Induction and training

All volunteers will receive an induction into SLCN and their own area of work. Training will be provided as appropriate. Where possible volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

All volunteers will have a named person as their main point of contact, SLCN Volunteer Coordinator will be ultimately responsible for volunteers. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

The volunteer's voice

Volunteers are encouraged to express their views about matters concerning SLCN and its work.

What volunteers engaged by South Lanarkshire Carer Network can expect.

- Volunteers can expect to participate in an initial induction covering South Lanarkshire Carers Network aims, values, ethos and background information
- Each individual volunteer will be provided verbal details relevant to their own particular task such as task descriptions, time commitments, location and designated supervisor
- Each volunteer will be made aware of their responsibilities in relation to existing policies and procedures, particularly in relation to the constitution, health and safety, equal opportunities, grievance and disciplinary.
- Each volunteer will be informed of how to claim out of pocket expenses.
- Each volunteer will have the opportunity of accessing appropriate training relevant to their voluntary work and their personal development

- Each volunteer will be made aware of South Lanarkshire Carers Network insurance policy covering them whilst undertaking voluntary activities on behalf of South Lanarkshire Carers Network.
- Volunteers will be made aware that South Lanarkshire Carers Network can provide a reference on the basis of their voluntary work.

South Lanarkshire Carers Network expectations of Volunteers.

All volunteers engaged by South Lanarkshire Carers Network will be made aware of the organisation’s standard expectations of volunteers as outlined below:

- To be reliable and inform the organisation as soon as possible if unable to attend or unable to continue volunteering for any reason.
- To participate in regular support sessions and communicate ideas and issues of concern to their nominated supervisor
- To participate in an induction session and any necessary training.
- To respect confidentiality.
- To keep appropriate records of all out of pocket expense

Monitoring and Evaluating

South Lanarkshire Carers Network will continually monitor all aspects of involvement of volunteers within the organisation with reference to this policy. An evaluation will be undertaken annually and volunteers will be involved in this process.

Review and alterations of Volunteer Policy

Volunteers, staff and management committee members will be consulted prior to any alterations being made and formally adopted.

Adopted date

7th February 2018

Version Control

Author	Date	Agreed by	Date
Denise Gillespie	29 th December 2017		