

Volunteer Policy.

1.0 The Value of Volunteers at The Enterprise Centre limited(TEC) exists due to the hard work of volunteers. Volunteers set up the group and continue to play a crucial role in the day to day running of the centre and its future development.

TEC values volunteers highly for the variety of qualities they bring to the organisation. These qualities include time, enthusiasm, a wide variety of skills and expertise, varying life experience, all of which contribute to the diversity and vitality of the organisation.

1.1 What is a volunteer at TEC

A volunteer is someone who contributes his or her time to Club TEC without being paid except for expenses at £20 per full day or £10 half day which covers travel and subsistence.

- We aim to respect the dignity and individual wishes of volunteers and to do our best to meet them.
- All volunteers should be treated as equals to workers. This means that they should:
 - Be kept informed of decisions and structural changes within TEC
 - Take equal part in the relevant meetings as workers or associates if they choose to.
 - Have equal access to resources that TEC provides to its workers, when work is equally urgent.
- All of TEC policies apply equally to workers and to volunteers.

1.2 Who can volunteer with TEC

Opportunities for volunteering with TEC are open to everyone subject to the availability of suitable volunteering posts and full clearance through enhanced DBS.

Everyone who would like to volunteer for TEC is required to attend an informal interview with a member of the committee .

2. Volunteer Support and management.

Dannielle Bromley is the senior staff member and a point of contact for all volunteers. she will work with the volunteer to draw up a personal action plan. Dannie or another committee member is responsible for managing the volunteers and carrying out the one month and then three monthly reviews, or as necessary.

Review sessions should be on a one-to-one basis, be recorded and are confidential between the volunteer and the manager. Review sessions should include discussions around successes and areas for development, identifying relevant training needs, and setting future goals if necessary.

Workers should use the standard review form to be found in the Policies and Procedures folder.

3.0 Volunteer Training.

- All volunteers should receive a Basic Induction introducing them to the TEC and briefing them on the policies and procedures.
- All volunteers should attend appropriate training sessions.

- All volunteers are entitled to attend in-house training
- Volunteers who have committed or are willing to commit to TEC on a long term basis are entitled to go on training courses provided by outside providers as relevant if the funding is available. It is up to the committee to decide on relevancy of training and on budget.
- Volunteers should also be encouraged to attend conferences and events appropriate to their work where possible.

3.1 Health and Safety.

TEC will provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Policies and Procedures folder.

3.2 Child Protection.

TEC is responsible for ensuring that the volunteer complies with the Child Protection and Vulnerable Adults Policy if they will be coming into regular contact with children and/or Vulnerable Adults. A copy of the Child Protection Policy is available in the Policies and Procedures folder.

4. Insurance.

TEC is responsible for providing adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by TEC

5. Equal opportunities.

TEC will ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Policies and Procedures folder.

6. Problems.

TEC will try to resolve fairly any problems, grievances and difficulties you may have while you volunteer. In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the Complaints and Grievances procedures.

This policy has been read and fully understood

Name of Volunteer

Date

Staff member