



## **The Gatton Trust Limited**

### Volunteer Policy

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**This policy was originated by Louise Miller**

**Agreed 19<sup>th</sup> July 2023**

**It is next due for re-approval Summer 2025**

# The Gatton Trust Volunteer Policy

Gatton Trust uses volunteers to support the work of its paid staff. Such volunteer work may include any aspect of its work including gardening, practical conservation, supporting education visits or activities, office work, assisting with events and open days and many other activities.

## 1. Definition of Volunteering

The Compact National Code on Volunteering defines volunteering as “an activity that involves spending time, unpaid, doing something that aims to benefit the environment or individuals or groups other than (or in addition to) close relatives”.

Another given definition is: ‘...a commitment of time and energy for the benefit of society and the community (that) takes many forms. It is undertaken freely and by choice without concern for financial gain’

## 2. Statement of Intent (Our Values)

The Gatton Trust are committed to the following:

- Volunteers will not replace paid staff
- Volunteers will be integrated and treated equally as part of the team
- Gatton Trust will recognise the individual skills each person brings to the organisation
- Gatton Trust will encourage volunteers to develop and build on existing skills and knowledge.
- Gatton Trust acknowledges that volunteering must be a choice freely made by each individual. Freedom to volunteer implies freedom not to volunteer.

## 3. Recruitment

Those enquiring about volunteering with The Gatton Trust will receive an application form and there will be an informal interview.

If a volunteer post is offered, this will be subject to receipt of acceptable references and an enhanced DBS clearance.

## 4. Induction and Training

New volunteers will receive a copy of the Volunteer Handbook and have an induction with the staff members they will be working with. This induction includes an overview of the organisation, its structure, policies and operating procedures and a safeguarding induction.

Depending on the task, volunteers will receive appropriate training, either in-house or external.

## 5. Expenses

Expenses are not provided for volunteers, unless specifically arranged.

## 6. Supervision and Support

Volunteers will be assigned a member of staff who will supervise their work and provide support and assistance as required. The designated volunteer coordinator will manage/support the day to day needs of the volunteers.

## 7. Insurance

The Gatton Trust has the necessary Public Liability and Employers insurances. Volunteers are insured under these policies (policy documents available for inspection on request).

## 9. Health & Safety and Safeguarding

All volunteers will be made aware of health and safety and safeguarding regulations on induction and will be expected to adhere to these rules and any subsequent regulations introduced.

## **10. Valuables**

The Gatton Trust cannot be held responsible for the loss of money or valuables. In the first instance, the loss should be reported to an appropriate member of staff.

## **11. Volunteer Management**

The Gatton Trust will ensure that:

- Each volunteer will receive a copy of the organisation's aims and objectives.
- Volunteers understand what tasks they are given and what is expected of them.
- Line of accountability will be made clear.
- Ongoing support will be given by staff.
- Training to be provided when appropriate.
- The volunteer is respected within the organisation and the work of the volunteer valued by the organisation.
- There will be consultation on matters which may affect the volunteer and/or their work.
- The appropriate member of staff will be responsive to any concerns the volunteer may have.
- Volunteers will not be expected to carry out any task which they do not feel happy to undertake, or for which they feel they have had insufficient training.
- The appropriate member of staff must ensure the volunteer has adequate training to conduct the role.
- The organisation will respect the right of the volunteer to say no.

Volunteers will be responsible for:

- Being committed to the organisation and understanding its aims and objectives.
- Accepting training as required.
- Carrying out the work required at mutually agreed times.
- Being reliable and will advise the office if unable to attend at an agreed time
- Being accountable for their work.
- Notifying the manager if there is any change of circumstances e.g. holiday arrangements.
- Asking for support if needed.
- Acknowledging and respecting the decisions made by other people – staff and clients.
- Notifying appropriate agency of the volunteering role if in receipt of any statutory benefit.
- The health and safety of themselves and those around them by working in line with instructions given.

## **12. Data Protection**

Volunteer contact details will be stored on computer file only which will be password protected. It may be appropriate for staff members to have volunteers phone numbers stored in their phones. This will only be done with the volunteer's consent.