



# Volunteer Policy

Board approved and accepted 27 November 2014

Version 1

# Volunteer Policy

## 1. POLICY STATEMENT

The Company's policy is to ensure they provide clear guidelines for all associates in relation to the practical aspects of involving volunteers at West Dunbartonshire Leisure Trust (WDL).

## 2. INTRODUCTION

Volunteers play a vital role for WDL, complementing the work carried out by our paid staff and extending the reach of our services. Within this policy, it is explained why we involve volunteers. This is:

- To increase our contact with the local community we serve.
- To benefit from the skills and perspectives volunteers bring with them.
- To offer our volunteers new skills and experiences.
- To ensure that our services meet the needs of our clients.

## 3. DEFINITION

A volunteer is an individual who is not an employee of WDL, but who undertake roles on behalf of WDL in a voluntary capacity without pay. There is no "mutuality of obligation" which means the Trust is not obliged to offer volunteering opportunities to an individual or provide a volunteer with any pay. Equally an individual is not obliged to take on any voluntary role(s) offered. A volunteer is never an employee of WDL and volunteering does not count towards continuous service.

## 4. RECRUITMENT

From time to time WDL will seek to recruit volunteers to support programmes and events. This may be on an "ad hoc" basis which cannot be absolutely forecast, or on a more regular basis which can be forecast. In both circumstances, an offer of volunteering opportunity will be made. Volunteers will be recruited and appointed in accordance with the Trust's volunteer recruitment procedures, as set out in our Good Practice for Involving Volunteers document. In doing so:

We will aim to identify worthwhile and satisfying opportunities for volunteers. We will produce a volunteer role description for all voluntary opportunities.

We will aim to help any volunteer overcome barriers that may make it difficult for them to volunteer at WDL. We will operate within the WDL Equalities policy at all times in relation to both recruitment and support of volunteers.

Discussions will be held with all prospective volunteers to ensure that their skills and interests are best served by the volunteering opportunity. Volunteer roles which involve contact with children and vulnerable groups will be subject to Disclosure Scotland Checks (PVG). WDL volunteers are not introduced to replace paid staff.

## 5. INDUCTION

All volunteers will be entitled to a structured induction period, to familiarise themselves with the work of WDL and their own particular role. Training will be offered where it helps them fulfil their role effectively and as funds permit.

All volunteers will be asked to sign a Volunteer Agreement which requires them to abide by the rules and principles of the organisation. These will be clearly explained and copies of appropriate policies and procedures made available.

## **1. SUPPORT & SUPERVISION**

All volunteers will have a named person as their main contact. They will be provided with regular supervision to feedback on progress, discuss future developments and any problems.

All volunteers are covered by WDL's insurance policy while they are on our premises or engaged in the work of the Trust.

We will ensure that volunteers are made aware of health and safety procedures and requirements, and will, as far as practicable, provide a safe environment for volunteers.

Volunteers will be encouraged to express their views on relevant matters concerning the organisation. Their opinion will be sought concerning any changes or developments which may affect them.

We will supply a reference to any volunteer seeking other voluntary work or paid employment. Volunteers will be introduced to staff members, made to feel welcome, valued for what they offer and thanked for their contribution.

## **2. TERMINATION**

WDL reserves the right to terminate any volunteer relationship. This will be done in writing. West Dunbartonshire Leisure will, where possible, try and give volunteers at least two weeks' notice of termination of the volunteering relationship - but has the right to terminate the volunteer relationship without notice at any time without prejudice.

If you wish to withdraw from your voluntary role you are asked to give your main contact as much notice as possible. West Dunbartonshire Leisure would appreciate at least two weeks' notice of you leaving your role but recognises your right to withdraw at any time without prejudice. You will be offered an exit interview upon leaving your voluntary role at West Dunbartonshire Leisure.

## **3. WORKING WITH CHILDREN OR VULNERABLE ADULTS**

Children and adults may be vulnerable and need to be kept safe. All volunteers will need to demonstrate to WDL that they are fit for the role that they are undertaking. For some roles this would require WDL to undertake the receipt of a relevant PVG Disclosure Scotland check. WDL's child protection policy must be adhered to at all times, in any event.

## **4. MONITORING & REVIEW**

This Policy will be updated to incorporate any relevant changes to legislation or best practice as required.

**“Volunteers are not paid, not because they are worthless but because they are priceless.”**