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| **Volunteer Policy** | C:\Users\Archivist\Documents\Logo navy.jpg |

This document outlines the principles that underpin the relationship between the International Anthony Burgess Foundation and its volunteers. It aims to ensure the delivery of a high quality and inclusive volunteer programme.

**Definition of a volunteer**

A volunteer is defined as someone who commits time and energy for the benefit of others, who does so freely, through personal choice and without expectation of financial reward.

All volunteers should be committed to fulfilling their individual and collective roles to the best of their ability.

**Why involve volunteers?**

We recognise the commitment, energy and enthusiasm of volunteers and acknowledge that volunteers can play an important role in extending and adding value to the services we offer; help us to build links with local communities; and bring new perspectives and skills to the organisation.

We aim to provide a supportive and engaging environment for volunteers, helping them to develop their personal and professional skills while learning more about the Burgess Foundation, its mission and activities.

**Equality, Diversity and Access**

We are committed to the principle of Equal Opportunities and to adhering to our Equal Opportunities policy.

Volunteers will be expected to have an understanding and commitment to equality, diversity and access.

**Recruitment of Volunteers**

The key principles for the Burgess Foundation in the recruitment of volunteers are:

* Involving volunteers in roles which enhance and support, not replace or substitute, the jobs undertaken by paid staff
* Providing volunteers with the opportunity to have a high quality experience working with us
* Responding to all enquiries by potential volunteers seeking volunteering opportunities

Involvement will normally be on the basis of application, informal interview and selection. Not all applicants will be selected.

All successful applicants will be asked to abide by the guidelines set out in the Volunteer Agreement. This document describes the importance of the relationship between the Burgess Foundation and its volunteers and expresses their mutual rights and responsibilities. It is not a contract, nor is it legally binding, and it can be terminated by either party at any time.

**Induction, Training and Development**

All volunteers will receive induction and training relevant to their role. Their development will be supported throughout their time with the Burgess Foundation. All volunteers will be made to feel welcome and relevant policies and procedures will be made available to them, together with general information.

**Support and supervision**

We aim to provide all that is necessary for volunteers to have a worthwhile, enjoyable and beneficial experience volunteering. An assigned supervisor will offer support to volunteers throughout their time at the Burgess Foundation.

Volunteers will be given contact details for their supervisor and there will be regular updates and communication from that staff member. Volunteers are encouraged to keep in regular contact with their supervisor.

**Problem Solving**

Volunteers should be treated fairly, objectively and consistently. Reasonable measures should be taken to resolve problems. Volunteers should be consulted on measures that affect them directly.

Volunteers are encouraged to raise problems with their supervisor as soon as possible and should be given regular opportunities to raise problems as they occur. If the supervisor identifies problems they should be discussed with the volunteer as soon as possible. In both instances if the problem is not resolved then the matter should be referred to the supervisor’s line manager.

If a problem cannot be resolved to the satisfaction of all parties, a volunteer may be asked to end their volunteering relationship with the organisation.

**Expenses**

Volunteers will be reimbursed for reasonable travel expenses, agreed in advance with the Burgess Foundation. Expenses can only be reimbursed upon production of a valid ticket for travel.

**Rest and Refreshment**

We encourage volunteers to take a regular morning, lunchtime and afternoon rest break when volunteering for a full day. In any event volunteers should not carry out activities or volunteer work for a period lasting longer than 6 hours without at least a 20 minute rest break within that period.

**Reporting Sickness and Absence**

We value the time that volunteers invest in their activities with us and rely on volunteers to turn up when they agree to do so. The volunteer must let their supervisor know as soon as possible, or in advance where possible, if they are unable to fulfil an agreed commitment.

We understand that, from time to time, volunteers may have other commitments which prevent participation in the volunteer programme. We will endeavour to work with volunteers to help overcome any difficulties which may prevent volunteering.

If absence occurs repeatedly where a volunteer activity has been agreed, we will assume the volunteer is no longer interested in working with us and will end their involvement in our programme.

**Health and Safety**

At induction, and at regular intervals thereafter, the volunteer's supervisor must provide guidelines on health and safety issues appropriate to the workplace involved. As a minimum this will include:

* Risk assessment of the volunteer role to be undertaken
* Details of any health and safety control measures in effect within their immediate workplace
* Confirmation as to who is their first line of contact for any health and safety concerns
* Their personal responsibilities for ensuring both their own health and safety and the health and safety of both fellow employees and visitors

**Confidentiality**

We will take appropriate measures to maintain the confidentiality of the personal details of volunteers.

In the course of volunteering, volunteers may come across confidential information about the organisation, its staff, and third parties. Volunteers must respect the confidentiality of any such information and not disclose or use it, other than in the proper performance of their duties, either during their volunteer placement or afterwards, unless and until the information has become public knowledge lawfully and other than through them, or unless required to do so by law.

The Burgess Foundation premises are open to the public and, in the interests of safety and security, CCTV monitoring may be in place in certain areas.

**Copyright**

Volunteers will be required to transfer the copyright to any original works they produce while volunteering to the Burgess Foundation.

I**nsurance**

The Burgess Foundation’s Employers and Public Liability Insurance policy provides comprehensive cover for volunteers.

**Volunteer Policy Review**

This Volunteer Policy was originally produced in 2019 and will be reviewed regularly.