



Volunteering Policy

Purpose and Aim of Policy

The purpose of this policy is to protect the Volunteers as well as the organisation, Move Momentum, and provide guidance to those volunteering their time and services to the organisation.

Move Momentum recognises that there can be situations in which Volunteers help can make an appropriate and significant contribution to the work and service objectives of our organisation. This document defines the terms and sets out the principles, practices and procedures which we aim to follow in the recruitment, management and retention of Volunteers.

Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and or with the primary aim of bringing some benefit to the local community.

When appointing volunteers, we will adhere to the following principles:

- (a) Volunteers will not be engaged in work which facilitates the loss of an existing employee's post;
- (b) Volunteers will not be used to do the work of paid staff during an industrial dispute;

Recruitment of volunteers, including equality and diversity

Volunteers will be selected through an informal discussion and if required a DBS check. At which the proposed role, its requirements and each other's expectations will be discussed, to assess mutual suitability.

Move Momentum is committed to ensuring that volunteers are made aware of the tasks they are expected to perform. Volunteers are not restricted to doing these tasks and may discuss changing the tasks if appropriate. The prospective Volunteer will be informed of the relevant experience, skills, knowledge, abilities and equal opportunity awareness necessary to carry out the role effectively.

In accordance with Move Momentum's Equal Opportunity Policy, volunteer placements at Move Momentum will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status.

Supervision, support and training

Before commencing their placement at Move Momentum successful Volunteers must have read and agreed to adhere to the policies put in place by the organisation. Each successful Volunteer shall be formally allocated to a manager/coordinator who will manage and supervise the Volunteer throughout their placement at Move Momentum. The manager's responsibilities will include ensuring that the Volunteer receives adequate provision to

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perform their tasks effectively, positive appraisal for their contributions to the organisation and a bi-annual meeting with the manager to ensure the needs of the Volunteer are being met.

Move Momentum recognises that the activity of volunteering can provide a volunteer with experiences and opportunities for self and career development.

Termination & Leaving Move Momentum

Where appropriate the role and placement of the volunteer may be cancelled at any time at the discretion of either party. In all cases, the Volunteer will be entitled to an explanation of the decision and action taken.

Volunteers will be expected to advise Move Momentum within a reasonable timescale that they plan to discontinue their volunteer activity.

Expenses

Volunteers will be entitled to out of pocket expenses including travel expenses, limited to HMRC guidance rates but they may not receive payment of any kind. Any expenses claimed must have prior consent from the manager before claiming for any expenses.

Health and safety

Volunteers are required to follow Move Momentum's Health & Safety policy. Volunteers will be covered by Move Momentum's employers and public liability where appropriate.

Confidentiality and data protection

Volunteers are required to follow Move Momentum's Confidentiality, Data Protection and Privacy Policy.

Problem-solving and complaint procedures for volunteers

When things go wrong this should be sought to be resolved informally initially. With the supervisor. Failing this resolution can be sought via Move Momentum's Complaints Procedure.

We are committed to reviewing our Volunteering policy annually.

This policy was last reviewed and approved by the Board of Trustees on 3.11.21.