

## Volunteering Policy

### Principles

Green Routes:

- Recognises that voluntary work brings benefits to volunteers themselves, to service users and to paid staff.
- Will ensure that volunteers are properly integrated into the organisational structure.
- Expects that staff and trustees will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- Recognises that volunteers require satisfying work and personal development.
- Will endeavour to identify and cover the costs of involving volunteers.
- Recognises that the management of volunteers requires designated responsibilities within specific posts. This is overseen by a nominated trustee with specific responsibility for volunteering

### Roles

Green Routes offers a range of volunteering opportunities:

1. The board of trustees consists of volunteers and one director.
2. There are monthly 'drop-in' opportunities to work in the garden on allocated tasks.
3. There are opportunities for more frequent work in the garden undertaking specific roles – such as regular watering, weeding etc..
4. There are opportunities for supported volunteering by people with learning disabilities.
5. There are opportunities to become volunteer mentors to the supported volunteers.

### Recruitment & Selection

Recruitment of volunteers will generally be from all sections of the community, and will be in line with Green Routes Equal Opportunities Policy. Positive action in recruitment may be used where appropriate.

People interested in becoming volunteers with Green Routes will be invited for an informal talk with the appropriate contact person. They will be given the Volunteering Leaflet explaining about the Green Routes Project, volunteering opportunities & what Green Routes offers volunteers and about the Routes to Work volunteering opportunities. All volunteers will be asked to complete a simple registration form.

Volunteers with Green Routes are likely to come into contact with vulnerable people and/or be in a position of trust. All volunteers will undertake a PVG and not work with the students until it has been verified that they are not barred from this type of work. Any information relating to convictions will be reviewed by a nominated officer and a decision made as to whether it is appropriate to offer a volunteer position.

### **Expenses**

All volunteers, where appropriate may have their travel and other expenses reimbursed at the discretion of the Board. Volunteers working a minimum of five hours per day may be able to claim expenses for lunch.

### **Induction and training**

All volunteers will receive an induction into Green Routes and their own area work. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff.

### **Support**

All volunteers will have a named person as their main point of contact. They will be provided with regular support to feed back on progress, discuss future development and air any problems.

### **The Volunteer's voice**

Volunteers are encouraged to express their views about matters concerning Green Routes and its work. They are invited to become members and to attend general meetings.

### **Insurance**

All volunteers are covered by Green Routes insurance policy whilst they are on the premises or engaged in any work Green Routes behalf.

### **Health and Safety**

Volunteers are bound by Green Routes Health and Safety Policies. Volunteers are given the opportunity to attend H & S training.

### **Confidentiality**

Volunteers will be bound by the same requirements for confidentiality as paid staff.

### **Problems**

Green Routes has a policy to help deal with grievances that volunteers may have. In line with this policy volunteers have the right to discuss any concerns they may have with their named contact at any time.

If the contact person is unable to resolve the problem they will refer the matter to the Development Manager and ultimately the Board of Trustees, with the permission of the volunteer.

Green Routes has a policy on how it will deal with any disciplinary issue.

### **Endings**

On the basis of their voluntary work, volunteers will have the right to request a reference.

Date / signature as adopted By The Board of Trustees on 17<sup>th</sup> July 2008

Date / signature as reviewed:- 28<sup>th</sup> February 2019