



Volunteer Policy

Purpose of the Policy

The Volunteer Policy identifies and sets out the principles by which Inspire to Aspire works with Volunteers, the benefits it gains from its volunteers and benefits that Volunteers expect to gain. This Policy sets out the standards for recruitment, appointment and induction of Volunteers to ensure that both Volunteer and Inspire to Aspire's expectations are met. It provides for fair and equal treatment of its Volunteers and a framework for implementation within the Organisation.

Who the Policy applies to

This Policy is for staff that work with and provide support to Volunteers within Inspire to Aspire and for Volunteers themselves. The Policy will also be useful for Organisations and individuals with whom Inspire to Aspire has partnerships with. The policy will be provided to all Inspire to Aspire Staff and Volunteers.

Who are Inspire to Aspire Volunteer's?

An Inspire to Aspire Volunteer is someone who freely chooses to offer their time to undertake tasks and activities to assist Inspire to Aspire achieve its aims without payment or expectation of payment. The arrangement is voluntary on both sides and either party is entitled to bring this to an end.

Broadly, Inspire to Aspire recognises the following Volunteer Roles within its Organisation:

- Volunteer Youth/ Community Worker
- Fundraising/ Events
- Young Leaders

Inspire to Aspire seeks and values the following attributes that volunteers bring

- A genuine interest in helping Young People and Community Members
- A non-judgemental attitude
- A willingness to listen and learn new skills
- Understanding, commitment and reliability

Inspire to Aspire is unable to accept applications from applicants who are not willing to commit to Inspire to Aspire's aims and objectives and from those who Inspire to Aspire consider to be unsuitable for the role. Suitability for voluntary roles will be determined following the our Safer Recruitment Policy.



Equality and Diversity

Inspire to Aspire is committed to building a diverse Organisation that is responsive to the needs of the Young People, Community Members and our stakeholders. Inspire to Aspire is also committed to equal opportunities at all stages of recruitment and selection, short-listing, interviewing and selection of volunteers should always be carried out without regard to protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

Inspire to Aspire's Equal Opportunities and Diversity Policy can be found in the Policy and Procedure folder onsite

The value and benefits that Volunteers bring to Inspire to Aspire

Inspire to Aspire recognises that volunteers are an enormous resource in helping to meet its aims.

They bring a wealth of expertise, knowledge, experience and skills to Door 84 Specifically,

Volunteers:

- Assist the Youth/Community Workers to deliver much of the face-to-face work with Young People and Community Members.
- Enrich the quality of programme delivery.
- Provide contacts and networking opportunities that help promote and raise the profile of Inspire to Aspire
- Offer specialist knowledge in a variety of areas.
- Provide an interface between Inspire to Aspire, the local community, funders, referrers and other partners upon whom Inspire to Aspire relies.

The benefits to a Volunteer supporting Inspire to Aspire

Supporting Inspire to Aspire provides volunteers with:

- The ability to make a difference to the lives of individual young people and Community Members, and thereby contributing to society as a whole
- An opportunity to be part of a successful organisation who is passionate about the work they do.
- Personal development opportunities and rewarding experiences.
- Networking opportunities and interaction with other volunteers, supporters and Inspire to Aspire staff
- Boost your career options



Inspire to Aspire's principles of working with volunteers

Inspire to Aspire has several defined principles and processes relating to a range of areas and aspects that underpin volunteer involvement in its activities. These are outlined below.

The principles will ensure fair and equal treatment of all Volunteers.

Inspire to Aspire Safeguarding Children and Young People.

The Child Protection and Safeguarding Policy gives clear procedures on responding to concerns regarding the safeguarding and protection of children, young people and vulnerable adults. Combined with the associated procedures, and guidance, the policy provides a structure for staff and volunteers that may come across concerns of this nature within the context of their work.

The Whistle Blowing Policy gives clear procedures for staff and volunteers to follow in response to concerns about staff or volunteers conduct around young people or affecting the health and safety of all involved in Inspire to Aspire activities.

Inspire to Aspire's Child Protection and Safeguarding policy and Whistleblowing policy can be found in the policy and procedure folder on site.

Recruitment and appointment of new Volunteers

Inspire to Aspire requires the use of an application form to collect information on all prospective volunteers. Additionally, all volunteers will be formally interviewed to provide relevant information and explore their aspirations and the experience they can bring to the organisation. It is important for all involved to appreciate that the interview is not a competitive process, and the sole selection criteria is suitability for the role. Written references will be required and taken up to help confirm suitability for volunteering and for specific roles.

A DBS check is required for any volunteers who are 16+ in order to Volunteer on any projects at Inspire to Aspire.

If you are a Student who is completing a placement required by your University Programme you will be responsible for obtaining your own DBS check through your University. You must ensure that it is an **Enhanced check that covers Child and Adult Workforce**. Student Applications will only be considered if a DBS check is already in place.

If you are a non-student Inspire to Aspire will carry out and pay for the DBS check on your behalf.

Volunteer positions will **NOT** be offered until the DBS check has been processed and you have received your certificate.



Having a criminal record will not necessarily bar someone from volunteering with us. This will depend on the honesty of the applicant on their application form, the nature of the position and the circumstances and background of their offence.

Inspire to Aspire's Safer Recruitment policy is available in the Policy and Procedure file on site

As our work at Inspire to Aspire revolves around building positive relationships with young people and Community Members, we ask that volunteers are able to commit to a minimum of **30 hours volunteering**. This is to ensure that both Young People, Community Members and Volunteers feel that Inspire to Aspire is a stable and secure place for relationship building. Bank Volunteers are able to volunteer on a more casual basis. References for voluntary work with Inspire to Aspire are only available after a minimum of 30 hours volunteering.

Management and support of Volunteers

Each volunteer will be provided with relevant management and support from the session lead worker, the volunteer's line manager and other team members. This will include regular, appropriate and mutually agreed supervision with the line manager.

Supervision offers the opportunity for Volunteers to discuss their role, reflect on practice as a youth work volunteer, share feedback, identify professional development goals and support needs and, to record progress in professional development goals.

Inspire to Aspire will also provide appropriate recognition and occasions to celebrate volunteers and their work, on an individual and group basis, according to specific role(s), commitment and length of service. This includes certificates of achievement and social gatherings and rewards for reaching milestones of time banked.

Health and Safety

Inspire to Aspire will ensure that all volunteers are provided with the appropriate information, supervision and training required to enable them to complete voluntary work safely. This includes providing suitable systems and procedures and guidance outlined in the Health and Safety Policy.

Inspire to Aspire's Health and Safety Policy can be found in the policy and procedure folder onsite.

Volunteers must take reasonable care of themselves and others while volunteering for Inspire to Aspire, and follow any health and safety advice and instruction given for their role. Volunteers should co-operate with Inspire to Aspire on health and safety matters, and immediately report accidents/incidents (including near misses – accidents/incidents that may lead to injury) to senior members of the team.



Volunteers should not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

Inspire to Aspire has a duty of care to volunteers to ensure they are supported in their role, as well as our young people.

If a volunteer finds themselves in a situation which is a threat to personal safety, their first point of contact should be a senior member of the team.

Expenses

Inspire to Aspire endeavours to reimburse volunteers for resources they have purchased for session activities. Volunteers must ensure that they have received prior permission from a Senior member of the team before purchasing any resources/ equipment for Youth/Community Sessions. Volunteers must present a receipt in order for a re-imbusement to be issued.

Volunteers who volunteer at all day events or on Residential's will be provided with food and refreshments.

Volunteers will be reimbursed for any mileage costs that they have incurred from carrying out work for Inspire to Aspire, such expenses must be prior agreed with a senior member of the team.

Insurance

Inspire to Aspire provides Employers Liability, Public Liability and for all Volunteers whilst working on Inspire to Aspire activities.

Confidentiality, copyright and data protection issues

All volunteers are required to comply with Inspire to Aspire's Confidentiality Policy with regard to their dealings with Young People and Community Members and to keep confidential any information they become aware of through their volunteering that is not in the public domain.

Inspire to Aspire, in complying with the Data Protection Act 2018, will treat in confidence the information it holds about Volunteers. Volunteers have the right to request to see all the information held about them by Inspire to Aspire.

Volunteer information, such as application forms, references and any reports regarding conduct concerns, will be stored in a safe and secure location.

Inspire to Aspire's Confidentiality Policy can be found in the Employee Handbook In the Policies and Procedures folder on site.



Leaving Inspire to Aspire

Volunteers are free to cease volunteering with Inspire to Aspire at any time, although, wherever possible, an agreed period leading up to this point would be helpful in order to give Inspire to Aspire time to make any alternative arrangements required.

Due to the nature of the role it is vital to let Inspire to Aspire know if you cannot attend any sessions. This can be done by telephone, email or Facebook. Failure to contact Inspire to Aspire **more than twice** if you are unable to attend a session will unfortunately result in your Volunteer Agreement coming to an end.

Inspire to Aspire will offer volunteers the opportunity to feedback before leaving their role. Volunteers will be invited to attend a final line manager meeting and to complete a 'Your Experience' questionnaire form. Inspire to Aspire will ensure they are appropriately thanked for their support.

Volunteer Feedback

We provide a range of opportunities for Volunteers to offer feedback on our processes, support and work. These are inclusive of annual reviews.

Review

This policy is reviewed annually

Signed:	
Date:	22nd September 2020
Policy review date:	August 2021