

Model Policy

Engagement of volunteers policy (basic)

Policy

The organisation may accept people on voluntary placements for the purposes of work experience, training, development or as part of volunteering projects run by third parties. Generally, placements will last for a minimum *[insert period]*.

Volunteer status

Volunteers are not employees of the organisation. There will be no legally enforceable contract between the volunteer and the organisation in relation to the placement and therefore there will be no payment by the organisation for any work that the volunteer may undertake during the placement.

The volunteer does not have to accept the offer of a placement and may withdraw at any time, before or after the placement has started. Whilst the organisation is under no obligation to offer the volunteering placement, we welcome those who wish to offer their services and place great value on the contribution they make.

Induction

During the volunteer induction, a volunteer agreement will be signed by the volunteer and the organisation. This document makes it clear that there is a non-contractual relationship between the volunteer and the organisation.

As part of the induction, volunteers will be trained in relation to the requirements of their project or placement. The organisation's health and safety policies apply to volunteers. During the induction, volunteers will receive training in the hazards and risks relevant to their project or placement.

All the organisation's policies and procedures will apply to the volunteer during their time volunteering. These are *[insert details]*. The organisation will arrange access for the volunteer to the relevant policies and procedures for the duration of their volunteering project or placement and ensure the access arrangements are explained during the induction.

A copy of the organisation’s Equal Opportunities policy will be provided to the volunteer. The organisation is proud to be an equal opportunity employer and seeks to ensure that the provisions of the policy are upheld at all times.

Volunteer supervision

The organisation will allocate a point of contact for the volunteer who will allocate and supervise the tasks to be done. The point of contact may identify further development needs during the course of the volunteering project or placement and will seek to ensure these needs are met. The volunteer will be encouraged and supported to take full advantage of the placement and efforts will be made to allocate a wide range of tasks on different teams.

Any concerns that the volunteer has about their placement should be directed to *[insert name]*.

Insurance

The appropriate level of insurance is provided as part of organisation-sponsored volunteering projects which extends to personal injury, professional and public liability insurance if a volunteer does not possess this themselves. The organisation’s insurance policies should cover any incidents involving a organisation vehicle should it be necessary for the employee to drive as part of their tasks, however, cover does not extend to private vehicle.

Policy Review

This policy will be reviewed every 2 years, or earlier if changes to the law or organisational change requires it.

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