

## Volunteer Policy

**Volunteer Policy for  
Community Trust (The Trust).**

**Stratherrick and Foyers**

Stratherrick and Foyers Community Trust recognises that without volunteers most of its highly-valued activities would be unable to take place or would be greatly diminished.

The purpose of the Volunteer Policy is to provide information for people who wish to volunteer for work on Trust activities or projects and what they can expect.

A volunteer is an individual who supports the aims of the Trust and who wishes to assist in activities of the Trust of their own free-will and without a financial reward.

### **STATEMENT**

Stratherrick and Foyers Community Trust serves a unique area with a long history of residents volunteering and performing tasks to benefit their community, without payment or indeed recognition. Residents have a wide pool of skills, knowledge and abilities which are not available elsewhere.

The Trust welcomes any people who wish to volunteer for work, support the Trust or help at events. Volunteering can be in practical situations, support roles or 'back-office' functions and by the provision of advice to the Trust Directors. (Note - Whilst our Board of Directors are all volunteers, a more detailed Code of Conduct applies to them.)

### **TRUST RESPONSIBILITIES**

The Trust has the following responsibilities to volunteers and will

- Make volunteers feel welcome and appreciated
- Provide volunteers with a good understanding of the specific role
- Provide appropriate resources, tools and clothing as required
- Make good use of the volunteer's skills, knowledge and abilities
- Look after the volunteer's Health & Safety in relation to the role and put insurance in place for all authorised work
- Help all volunteers to deal with any problems that arise
- Seek and provide feedback about the volunteering role.

### **VOLUNTEER REQUIREMENTS**

Individuals volunteering to help the Trust in any capacity are required to

- Look after their own safety and that of any fellow volunteers and colleagues
- Ask questions if they are unsure about anything
- Maintain good relations with other volunteers, staff and local residents
- Respect the confidentiality of any sensitive or personal information the volunteer may come across in their role
- Let Trust Directors or Trust staff know of any dangers or any conflicts of interest.

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### **IMPORTANT NOTES**

Volunteers are not employees and are therefore not entitled to pay. Out of pocket expenses are generally reimbursed, however any expenditure must be agreed *before it is incurred* with the Trust Manager or Lead Director.

The Trust will not permit volunteers to work alone with Vulnerable People – people who may be at risk of abuse or exploitation due to their dependency on others. This includes all children, people with a disability, the frail aged and people of diverse backgrounds. Dependent on the role, the Trust may ask for the volunteer to disclose information or undertake background checks as is usual in these specific circumstances.

Any property belonging to the Trust must be returned on completion of the volunteer role or when volunteering ceases.

## CONCLUSION

Successful volunteering depends on mutual respect and clear communication. Volunteers and the Trust have equal responsibilities to ensure volunteering is a positive activity for both parties.

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