

SIRG

VOLUNTEER POLICY

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Introduction

Volunteers are critical to the success of Social Inclusion Recovery Group (SIRG). You will play an important and valuable part in helping it meet its aims and objectives so we appreciate that you've chosen to volunteer with us. We will, therefore, do our best to make your volunteer experience enjoyable and rewarding. We aim to be flexible and supportive and believe that the volunteer relationship is built on trust and mutual understanding of how you can help SIRG carry out important advocacy work in the community.

Volunteering is essentially based on a reciprocal agreement and arrangements built to ensure that both SIRG, members and volunteers benefit from the experience. We will endeavour to ensure at every opportunity that we work together to develop the best possible skills, knowledge and training that will allow us to provide our clients with the best possible service.

This policy should be read in conjunction with our Equalities, Safeguarding Policy, Data Protection and Privacy Policy.

Our vision

To ensure our community accesses the right care, support, and advice in order to beat inequality and injustice.

Mission Statement

SIRG aims to stand in the gap in the provision of social inequality and social injustice in mental health and education. We are here to provide quality advocacy, advice, and domiciliary care, to ensure our service users' voices are heard.

Key Policy Principles

Our policy will follow these key principles:

- The role and responsibilities carried out by volunteers will be agreed by both SIRG and volunteers
- All volunteers will complete a volunteer agreement form prior to carrying out their role
- Volunteers will have the opportunity and be encouraged to meet and collaborate across all areas of SIRG advocacy projects
- All volunteers must comply with our Data Protection and Privacy Policy, Safeguarding Policy
- The terms of the volunteer agreement means that volunteers will not be held to fixed dates and times in carrying out their agreed role.

- All volunteers will be subject to a Disclosure and Barring Service (DBS) check as part of the recruitment process
- The volunteer agreement is not a legally binding contract and either SIRG or the volunteer can end the agreement at any time.

Detail:

Volunteers will be asked to complete a volunteer form, which will form part of the application process. Suitable applicants will be considered through a formal application process that will centre around discussions at Director level. This is likely to be supported by formal references where appropriate and a meeting to identify likely roles depending on skills and experience. Where there is a specific training need identified for a role, SIRG will work to meet that need. If we are unable to place a volunteer, SIRG will refer the volunteer to other community groups.

It is incumbent on Directors, (until a designated person is assigned) to ensure that volunteers are informed of all the relevant information, policies and direction to ensure they carry out their role and responsibilities to the best of their ability. Volunteers will be expected to keep appropriate records of their contact with clients adhering to data protection and privacy policies.

Where volunteers are unable to carry out their role or responsibilities, it will be their responsibility to inform Directors (until a designated person is assigned), so a suitable replacement can be found. It is anticipated that the flexibility built into our volunteer arrangements will help to mitigate the use of replacements.

Volunteers will be entitled to claim reasonable expenses in line with the SIRG expenses policy.

The Board has responsibility to implement, monitor and review this policy.

Date:

Date of Review: