

ReachOut!

Volunteering Policy

Introduction

ReachOut! exists for the reasons set out in its Mission statement.

In line with this Mission statement, ReachOut! relies on volunteers to work in line with paid Staff to:

1. Provide a service in the areas in which we have identified a need and where we can sustainably deploy resources;
2. Assess needs of service users and agree individual mentoring plans with them;
3. Implement and co-ordinate the service user's mentoring plans using integrated and targeted interventions;
4. Regularly review and evaluate service users' needs and their individual mentoring plans;
5. Promote empowerment of individuals through an approach which is centred on the needs of the user;
6. Develop and implement constructive partnerships with both statutory and non-statutory agencies;

Principles

This Volunteering Policy is based upon the following principles:

- ReachOut! is committed to work within clearly communicated child protection guidelines and practices. Volunteers will be properly supervised and undergo enhanced CRB checking for suitability.
- ReachOut! will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for volunteers to contribute to its work;
- ReachOut! does not aim to introduce volunteers to replace paid staff.
- ReachOut! expects that paid staff at all levels work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- ReachOut! recognizes that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Recruitment

All prospective volunteers will have the opportunity through information sources provided by ReachOut! and where possible through discussion with paid staff or other volunteers to find out what they would like to do, identify their skills and suitability for particular projects and how best their potential might be realised.

Volunteer Agreement and Voluntary Work Outline

Each volunteer will receive or have access via the ReachOut! Website to a Volunteer's Handbook.

Volunteers will also have a Volunteer Agreement establishing what ReachOut! expects from them and what ReachOut! undertakes to provide for them. Neither of these documents is a legally binding contract; rather it is an expression of intent by both ReachOut! and individual Volunteers.

Expenses

All agreed travel and other expenses will be reimbursed to volunteers on a monthly basis.

Induction and Training

All volunteers will receive an induction into ReachOut! in their own area of 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 supervision to feed back on progress, discuss mentoring relationships and future development and air any problems.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning ReachOut! and its work. Without such input from Volunteers ReachOut! will not learn how best to provide the services it offers.

Insurance

ReachOut! covers all volunteers through insurance policies whilst they are on the ReachOut! premises or engaged in any work on ReachOut!'s behalf.

Health and Safety

Volunteers are covered by ReachOut!'s Health and Safety Policy – a copy of which will be provided or is available on the ReachOut! Website.

Equal Opportunities

ReachOut! operates an equal opportunities policy in respect of both paid staff and volunteers. A copy will be provided or is available on the ReachOut! Website. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

Confidentiality

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