

Moseley & Kings Heath Shed

(Charity No 1161505)

Volunteering Policy

1. Introduction

Moseley and Kings Heath Shed exists to support (mainly) elderly people at risk of suffering from loneliness and isolation. To provide this service we are dependent on the contribution made by volunteers. This support may come in the form of

- acting as supervisors during sessions
- contributing to 'manufacturing days' when goods are produced to support fundraising initiatives
- attending fundraising events in aid of the Shed
- acting as ambassadors for the Shed in terms of raising awareness of the services we offer
- ensuring we are responsive to the needs of our users
- supporting the Trustees in specific aims and objectives
- providing the Trustee Board with a potential new board member if and when an individual demonstrates the required skills and expertise required to fill a vacancy.

This volunteer policy sets out the principles and practice by which we involve volunteers.

2. Principles

Moseley and Kings Heath Shed:

- recognises that voluntary work brings benefits to volunteers themselves, to our members and to the Trustee Board.
- will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the Shed's work.
- expects that trustees will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- recognises 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.
- will endeavour to identify and cover the costs of involving volunteers.
- recognises that the management of volunteers requires designated responsibilities within specific posts.
- will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible

3. Recruitment

Recruitment of volunteers will generally be from all sections of the community, and will be on the basis of Equal Opportunities. Positive action in recruitment may be used where appropriate.

People interested in becoming volunteers with Moseley and Kings Heath Shed will be invited for an informal talk with a trustee.

Volunteers with Moseley and Kings Heath Shed are likely to come into contact with vulnerable people and/or be in a position of trust and will be required to read and agree to our Safeguarding policy.

5. Induction and Training

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.

6. Consultation

Volunteers will be consulted in decisions which affect them. Moseley and Kings Heath Shed is committed to developing consultation and representational procedures for volunteers.

7. Expenses

Moseley and Kings Heath Shed will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.

8. Insurance

Volunteers will be covered by insurance while carrying out agreed duties.

9. Health and Safety

Moseley and Kings Heath Shed will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while at work in accordance with the centre's Health and Safety policy.

10. Equal Opportunities

Volunteers will work in accordance with the Shed's equal opportunities policy and will prevent discrimination on any grounds.

11. Problems

Moseley and Kings Heath Shed will help deal with grievances that volunteers may have. Volunteers have the right to discuss any concerns they may have with a Trustee.

12. Monitoring and Evaluation

Moseley and Kings Heath Shed will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.