



Petersfield Community Association

Volunteer Policy

1. Introduction

Petersfield Community Association (PCA) owns and runs Petersfield Community Centre (PCC). The aim is to encourage community groups by offering rooms/halls for hire for a reasonable cost.

The office is open part time and partly staffed by volunteers who provide vital back up administrative help to the manager. This has the benefit of both helping the centre to run and developing the skills of the volunteers.

PCA is committed to involving volunteers directly within the organisation to:

- Contribute to the delivery of our services
- Join our board of management (should they wish)
- Make sure we are responsive to the needs of our users
- Provide different skills and perspectives
- Offer opportunities for participation by people who might otherwise be excluded

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

2. Recruitment

Recruitment of volunteers will generally be from all sections of the community, and will be in line with the PCA's Equal Opportunity Policy.

People interested in becoming volunteers with PCA will be invited for an informal talk with the appropriate contact person. They will be given general information about the organisation and specific information on the volunteer post in which they are interested. Two references may be sought.

3. Volunteer Agreements and Voluntary Work Outlines

Volunteers will receive a role description and volunteer agreement containing full information about their chosen area of work and a clear idea of their responsibilities and PCA's responsibilities to them.

4. Induction and Training

Volunteers will be given induction and ongoing training appropriate to the specific tasks to be undertaken. This will usually be in-house, although it may be suggested that, or volunteers may ask to, go on courses advertised by Community First Havant and East Hampshire (CFHEH) or similar bodies, at any time.

5. Support

The Manager will provide support to the volunteers as needed. There will be an annual support session to provide the opportunity for ongoing dialogue about the volunteering role as well as Health & Safety risk assessment reviews. Volunteers will be consulted in decisions which affect them.

6. Records

Minimal details will be kept on volunteers. This will include the agreement, references where applicable, crisis contact, correspondence and any other relevant information.

7. Expenses

Any expenses incurred will be refunded by the manager provided receipts are kept. Mileage (e.g. to training) will be calculated using HMRC allowances.

8. Insurance

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

9. Health and Safety

PCA 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 and staff will work in accordance PCA equal opportunities policy.

11. Problems

Volunteers have the right to discuss any concerns they may have with the manager or with any of the board of trustees at any time.

12. Endings

When volunteers move on from their role at PCA they will be given the opportunity to discuss their volunteering experience with the manager

On the basis of their voluntary work, volunteers will have the right to request a reference.

Adopted on: 29 January 2015

Last reviewed:.....