



Volunteer Policy

1. Policy Statement

- 1.1 Essex Gay Men (EGM) does not employ paid staff and believes its mission is best served through engaging volunteers from diverse backgrounds with skills which meet the needs of LGBT communities in Essex.
- 1.2 Volunteers will be provided with high quality opportunities to give their free time, learn new skills, broaden experience and meet like minded people committed to EGMs ethos.
- 1.3 EGM is committed to developing a diverse and inclusive organisation where volunteers are valued and treated fairly and consistently. All volunteers will receive induction, support and training.
- 1.4 EGM is committed to involving volunteers and developing good volunteering practice in the LGBT voluntary sector.

2. Procedures

2.1 Recruitment process

- 2.2 All volunteer roles will be publicised widely. Applicants will be asked to complete an application form or opt to submit information on line or by telephone. All opportunities will include a role profile and skills needed.
- 2.3 EGM will meet all prospective volunteers. This will provide an opportunity to discuss with the applicant what they can contribute and how their skills and motivations can best be utilised.
- 2.4 Where the potential volunteer and EGM are interested in pursuing the application, the applicant will be asked to complete a registration form, nominate two referees and provide ID and proof of address. EGM will allow applicants to request appropriate letter head to contact referees.
- 2.5 Most roles require enhanced criminal record checks or registration through the Independent Safeguarding Authority (ISA). Applicants will be advised at interview whether these checks or registration are required.
- 2.6 Applicants will not commence roles until suitable references, CRB disclosures* and ISA clearance* are received. (*where applicable) Any difficulties will be discussed with applicants and alternative opportunities considered. Applicants may wish to consult with their local volunteer centre or NACRO's Ex Offenders Helpline Tel. 0800 0181 259

3 Volunteer agreements and role outlines

- 3.1 All volunteers will be issued with a Volunteer Handbook and Volunteer Agreement which outlines the volunteering role and support EGM endeavours to give. Neither of

these documents is a contract and may be cancelled at any time by the volunteer or EGM.

3.2 Volunteers will also be issued with EGMs Code of Conduct which must be adhered to at all times.

4. Support

4.1 Every volunteer will have a named contact person responsible for supporting them. All volunteers will receive an induction covering:

- The role of the volunteer
- EGM organisational structure and contacts
- Copies of policies e.g. Confidentiality, Health & Safety & Equal Opportunities
- Essential procedures.

4.2 Volunteer will be invited to give feedback about the induction.

4.3 Review meetings will be arranged over–more frequently at the start These meetings give an opportunity for discussion about whether role meets the volunteer’s expectations, further support and future direction.

4.4 After the induction period, where both EGM feel arrangements are mutually beneficial, volunteers will receive reviews between 2 month and 6 monthly intervals including an annual review meeting. These meetings give an opportunity for EGM to feedback progress and for volunteers to discuss future developments and raise any issues.

4.5 EGM will endeavour to reimburse reasonable ‘out-of-pocket’ expenses (Appendix 6) as outlined in EGMs Volunteer Handbook.

4.6 EGM will provide references for volunteers for the purposes of further education or employment.

6. Youth Volunteers

6.1 Volunteers under 18 will only be considered for volunteering activities where parental consent as been granted and a suitable risk assessment. Young persons should not be left unattended while volunteering and should be supervised by two or more volunteers/adults

6. Recognition and involvement

6.1 EGM will seek to involve volunteers in its future development and will review the effectiveness of this policy regularly.

7.9.2010 Extract from Volunteer Policy.