**Volunteer Policy Template**

**1. Introduction**

Shine PND Support aims to: support mothers and families with maternal mental health illness including depression, anxiety, PTSD and OCD through 12 week courses of creative therapy, peer support, self care opportunities, time away from baby and nutrition advice. Volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to our organisation and those who use our services. Volunteer involvement in this organisation does not replace or devalue the role of paid staff.

Within Shine PND Support volunteers are involved in:

* List of roles undertaken by volunteers

Shine PND Support aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

* the tasks to be performed by volunteers will be clearly defined, so that all everyone is sure of their respective roles and responsibilities;
* the organisation will comply with the Data Protection Act in the use of data held on all volunteers;
* volunteering opportunities will complement rather than replace the work of paid staff
* volunteers will be provided with regular opportunities to share ideas/concerns with a named contact in line with our Support and Supervision Policy;
* all existing and future policies will be checked as to how they affect volunteers

**2. The Purpose of this Policy**

By adopting this policy Shine PND Support aims to:

* highlight and acknowledge the value of the contribution made by volunteers;
* reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers;
* recognise the respective roles, rights and responsibilities of volunteers;
* confirm this organisation’s commitment to involving volunteers in its work;
* establish clear principles for the involvement of volunteers; and
* ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers;

This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required, for the role of volunteers alongside paid staff. This document and the associated policy, procedures and guidance provide a framework for the involvement of volunteers.

**3. Recruitment and Selection**

Shine PND Support will adhere to its equalities and diversity policy when recruiting and selecting volunteers. All potential volunteers will be asked to complete a volunteer’s application/registration form. Written task descriptions will outline time, commitment, necessary skills and actual duties. Where there is specific training required this will be highlighted as part of the recruitment process. Where there is a requirement for a Disclosure Check this will be highlighted as part of the recruitment process.

**Support and Supervision**

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under Shine PND Support Public Liability Insurance.

All volunteers will have an induction to their volunteering which will involve an overview of the relevant policies and procedures.

Where volunteers have holidays or other commitments which mean that they cannot attend their normal volunteering, they should advise their named contact to ensure that we can arrange alternative cover. If volunteers require a longer break from their volunteering, they should discuss this with their named contact. Shine PND Support will endeavour to be as flexible as possible to accommodate the needs of volunteers.

**Problem Solving**

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with using the organisation’s Disciplinary, Grievance and Dismissal Policy.

**Responsibility**

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the Lauraine Cheesman]. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.

1.1.19

Due for review 1.1.21