

Tibbs Dementia Foundation

Volunteer Policy

Tibbs Dementia Foundation recognises that volunteers can make a positive and significant contribution to its work and service objectives. This policy sets out the principles, practices and procedures which Tibbs Dementia Foundation will follow in the appointment, management and support of volunteers.

Volunteers are individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and benefit the local community. In this sense, volunteers are to be distinguished from student, other work placements and secondees, where the primary aim is usually for the student or secondee to obtain work experience or to carry out work or research in certain areas.

Principles

Tibbs Dementia Foundation aims to encourage, value and manage diversity and is committed to providing equality for all. Tibbs Dementia Foundation wishes to secure genuine equality of opportunity and is committed to eliminating discrimination and encouraging diversity amongst its volunteers. This policy should be read in conjunction with the equality and diversity policy.

Volunteers are required to read and adhere to the Equality and Diversity policy. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equality and diversity, she/he will be deemed automatically to be unsuitable for a volunteer position Tibbs Dementia Foundation.

In appointing volunteers Tibbs Dementia Foundation will adhere to the following principles:

- Volunteers will not be engaged in work which facilitates the loss of an existing employee's post, nor on any tasks or projects which (within the past two years) were done by paid employees whose posts have since been deleted;
- Volunteers will not be used to do the work of paid staff during an industrial dispute.

Volunteer recruitment process

STEP 1:

The following items must be developed and agreed by Tibbs Dementia Foundation before a proposed volunteer placement with the organisation is implemented:

- a written role description outlining the specific tasks, responsibilities and reporting lines of the volunteer
- written terms and conditions stating the duration, hours, expenses, insurance and any other relevant matters relating to the placement

A suitable and named employee must agree to act as the volunteer's line manager.

STEP 2:

A prospective volunteer will be invited to a meeting with the line manager to discuss the nature and requirements of the role, together with discussions of each other's expectations, with a view to assessing mutual suitability.

STEP 3:

Following the meeting, a decision regarding the individual's suitability for the particular role will be made within a fortnight, and communicated to the prospective volunteer.

STEP 4:

Prior to commencing their placement volunteers must provide a referee or reference from a suitable person (excluding relations) attesting to their character and suitability for the position.

Induction and supervision

The line manager will manage and supervise the volunteer throughout the duration of her/his placement at Tibbs Dementia Foundation. The line manager will ensure that the volunteer receives the following:

- a planned induction
- regular supervision and support sessions
- positive feedback on their contribution

Termination

Where appropriate, the role and placement of the volunteer may be terminated at one week's notice, or immediately, where behaviour equivalent to gross misconduct has occurred. In all cases the volunteer will be entitled to an explanation of the decision and the reason for the action taken. The line manager will report any such terminations to the Board of Trustees. Examples of gross misconduct could include the continued use of offensive language, attempting to undertake volunteering duties whilst under the influence of alcohol, jeopardising the health and safety of clients or colleagues, behaviour and actions that could undermine the credibility of Tibbs Dementia Foundation.

Discipline and grievance

Volunteers will not be subject to disciplinary procedures. Correspondingly, volunteers will not have access to Tibbs Dementia Foundation grievance procedures. However, volunteers are entitled to use Tibbs Dementia Foundation complaints procedure.

Expenses

Volunteers will be entitled to the reimbursement of reasonable out-of-pocket travel expenses, which must be claimed on the form provided, appropriately evidenced and authorised by their line manager.

Insurance

Volunteers will be covered by Tibbs Dementia Foundation public liability and professional indemnity policies where appropriate.

Training and involvement

Volunteers will be invited to attend regular team meetings relevant to their volunteering role. Training will be provided by Tibbs Dementia Foundation as appropriate to the volunteering role.

14th June 2016