

# Volunteer Policy

## Orchard Barn Environmental and Educational Centre (OBee)

### 1. Introduction

OBee places great value on the involvement of volunteers in its work in various ways ranging from admin/directorship tasks to hands-on building, restoring and maintaining the site. Volunteers help enhance the range and quality of services provided by OBee by putting their time, skills, knowledge or experience at its disposal. They help keep OBee's work relevant to the community in Suffolk by bringing a range of personalities, backgrounds and experience into the organisation.

This policy is intended to ensure good practice in the involvement of volunteers in OBee's work, and promote understanding of the respective roles of all people involved in the organisation.

### 2. Recruitment and Selection

- The Managing Director and Volunteer Co-Ordinator will be responsible for the selection of volunteers.
- Volunteers will be recruited from the widest possible base and selected accordingly to their own individual ability to perform the required tasks.
- A clear description (verbally and in writing) of the volunteer's role will be given. For one-off events volunteering, verbal description only will be given.
- A volunteer will be invited to join OBee for a Taster Day prior to either side agreeing to a longer term arrangement.

### 3. Induction and Training

- All volunteers will be given an induction to OBee and its work, including an information pack.
- Any training required to enable volunteers to fulfil their roles will be arranged by OBee as and when required or available, subject to funding
- Volunteers are encouraged to take additional training that will enhance their role within OBee

### 4. Conditions

- Volunteers will not be asked to work in conditions considered unsuitable and will have the same provisions made regarding Health and Safety.
- Insurance arrangements will be made for volunteers to cover them whilst undertaking duties on behalf of OBee.
- If a grievance arises for a volunteer it should be brought to the Managing Director or Volunteer Co-Ordinator's attention. If this cannot be resolved, it will be referred to the Board of Directors.

### 5. Equality and Diversity

- OBee relies on volunteer involvement to keep it relevant to the community it serves and so encourages involvement from all sections of the community.
- OBee operates an Equality and Diversity Policy. It will ensure that it does not unfairly exclude or discourage the involvement of potential volunteers because of:

- race
  - disability
  - gender
  - sexual orientation
  - age
  - gender reassignment
  - religious beliefs
  - marriage or civil partnership status
  - pregnancy or maternity status
- Each volunteer job specification will make clear the requirement that volunteers adhere to OBee's Equality and Diversity Policy.
  - If a volunteer has a special need or disability that makes their involvement difficult, every effort will be made to involve them. An explanation will be given if this is not possible.

## **6. Support**

- A Volunteer Champion will be nominated to provide support to individual volunteers. Clear lines of communication will be identified.
- Champions will need to devote time to support volunteers, and if necessary be provided with training in relevant skills to do so.
- Additional methods of support will be used e.g. volunteer meetings, newsletters, or other tokens of appreciation

## **7. Role and Tasks of Volunteers**

Before recruiting volunteers, the Managing Director will have considered the appropriateness of the role envisaged bearing in mind the following points.

- The roles of volunteers at OBee should be distinct.
- Work carried out by volunteers should not be such that might jeopardise any paid posts.
- OBee strives to provide valuable opportunities for volunteers as well as meeting a need of OBee
- When a specific role for a volunteer is identified and approved, a role description outlining the tasks and required skills will be provided

## **8. Role in Decision Making**

- Regular Volunteers may often be asked their view on any major policy or operational changes in OBee that will affect them.
- Volunteers will be encouraged to express their opinions on the work of OBee and to develop their role within the project.
- Volunteer Champions may be invited to attend and share an update of their area of work at Board meetings or the AGM

**This policy is to be read in conjunction with the following policies:**

- Equality and Diversity Policy
- Volunteer Induction Pack