

Volunteer Policy



Introduction

Volunteering is the commitment of time and energy for the benefit of society and the community: the environment: or individuals outside one's immediate family. It is undertaken freely and by choice without concern for financial gain.

BYT believes in the value of voluntary activity as an important expression of citizenship and an essential component of a free and democratic society. BYT takes responsibility for ensuring that volunteers recruited and placed are appropriately deployed and valued for their contribution.

In issuing this volunteer policy, BYT wishes to:

- ❑ Formally acknowledge and support the role of volunteers in its work.
- ❑ Set out the principles governing the use of volunteers and provides a set of guidelines to ensure good practice in working with volunteers.
- ❑ Encourages and enables, rather than restrict, the involvement of volunteers.

This policy and accompanying guidelines relates specifically to volunteers. Reference should also be made to the BYT Handbook for Leaders and Volunteers.

Volunteer Policy Statement

1. Value of Volunteers:

BYT values and supports the important part volunteers play in its work and that of the wider community.

It recognises that voluntary work brings benefits to volunteers themselves, to participants BYT and to contracted staff.

2. Volunteer Roles:

Volunteers may be involved in a range of different areas within BYT.

Volunteers may be involved on a regular, part-time basis over a long period, or may be recruited for specific time-limited pieces of work. BYT will ensure that all volunteers are involved in a relevant and appropriate manner.

3. Relation with Contracted Staff:

BYT is committed to ensuring that volunteers' work complements the work of contracted staff, and that it will not be used as a substitute for contracted work.

Steps will be taken to ensure that staff at all levels are clear about the role of volunteers and to foster good working relationships between staff and volunteers.

BYT recognises the need for training for all those working alongside and managing volunteers.

4. Costs:

BYT recognises that volunteers may incur costs in carrying out their agreed involvement. Where budgetary restrictions allow, consideration will be given to the payment of volunteer out-of-pocket expenses and where appropriate volunteer mileage expenses.

5. Recruitment & Selection:

Recruitment of volunteers will be from all participants of BYT aged 16 or over and interested adults and will be in line with BYT's Equal Opportunities Policy. Positive action in recruitment may be used where appropriate.

All volunteers will be placed in accordance with appropriate volunteer recruitment and selection procedures.

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6. **Information & Training:**

Volunteers will receive full information about their chosen area of work, and a clear idea of their responsibilities.

Volunteers will be given induction and training in the specific tasks undertaken within BYT and will be consulted on any decisions which affect them.

Volunteers will be encouraged to undertake formal training; or example, Leadership Training organised via SBC etc.

BYT will endeavour to ensure that any volunteer placed will receive sufficient support to allow them to develop their skills and independence.

7. **Support & Supervision:**

All volunteers will be 'assigned' to a specific Leader for supervision and support.

Volunteers will be adequately covered by insurance while carrying out agreed duties, within BYT.

8. **References:**

Where the volunteer is not a participant of BYT, BYT request two references from each person wishing to register as a volunteer.

In accordance with the policy of BYT, all volunteers will require to obtain disclosure via Disclosure Scotland or its successor.

9. **Monitoring & Evaluation:**

BYT will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.

Guidelines for Involving Volunteers

These guidelines are intended for use along with the policy statement. They give further detail on recommended good practice in the use of volunteers by BYT.

Reference should also be made to the BYT Handbook for Leaders and Volunteers.

- **Preparation:** Prior to placing volunteers, full consultation and discussion should take place with contracted staff to develop a clear description of their role. The appropriate 'link' representative of the Trustees will help identify any training or support which is required and arrange for this to be in place.
- Recruitment shall be in accordance with BYT Equal Opportunity Policy.
- **Initial Contact:** Young people who are already participants in BYT activities and interested in becoming volunteers will be encouraged to discuss this interest with the appropriate Leader.
- Others who are interested will have an initial meeting with an appropriate Leader of Trustee. They should be given an information pack including general information about BYT, a copy of the Equal Opportunities Policy, Volunteer Policy and Grievance Procedure.
- **Selection:** All volunteers should complete an application form. Where the volunteer is not a participant of BYT, BYT request two references from each person wishing to register as a volunteer. In accordance with the policy of BYT, all volunteers will require to obtain disclosure via Disclosure Scotland or its successor. All information should be dealt with in the strictest confidence.
- **Records:** Minimum details should be kept on volunteers which will include the application form, references, placement details, crisis contact, correspondence and any other relevant information.
- Induction sessions should be provided for all new volunteers and should cover:
 - Role of volunteers
 - Responsibilities of volunteers
 - Arrangements for training, support and supervision
 - Contact Person
 - Need for Confidentiality
 - System for payment of expense (where appropriate)
 - Grievance Procedures
 - Background of BYT

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- Volunteer Expectations: Volunteers shall be expected:
 - to participate in induction sessions
 - to comply with existing policies and procedures
 - to undertake voluntary work at agreed times
 - to inform relevant staff if unable to attend
 - to give some warning if unable to continue volunteering
 - to raise any issues of concern relating to their voluntary work
 - to work with the contact person.

- Placement: Once a suitable voluntary placement has been identified, details about the commitment and nature of the voluntary activity should be determined and an established trial period agreed on.

- BYT reserves the right to ask volunteers to leave and will give reasons in writing if requested.

- Support & Supervision: Regular support/supervision should be available to each volunteer. The type and level of support will depend on the needs of the volunteer and the nature of the work they are involved in.

- Expenses: If it has been agreed that certain out of pocket expenses are to be paid, they will be reimbursed on production of receipts/vouchers.

- Insurance: BYT will ensure that volunteers have appropriate insurance cover in terms of public liability.