**Volunteering policy**

Agreed by on

Date for next check:

Volunteering can be good for our organisation and good for the people who volunteer.

We will think about how volunteers will help with the work of our organisation.

Volunteering for All Wales People First is when we ask a person to do something for the organisation regularly without being paid.

Board Members and National Council representatives are volunteers, and how they are chosen is included in our Memorandum and Articles document.

**General**

We will not use volunteers to replace paid staff.

We will think what we can offer volunteers, for example:

* training
* a chance to get more confident
* a chance to use their skills
* a chance to make new friends
* a reference, if they apply for a job

When we write our Business Plan, we will think:

* What do we need volunteers to do?
* What skills would volunteers need to have before they can volunteer with us?
* How much training, support and supervision can we give to the volunteers?
* Can the volunteer roles grow?

**Recruitment**

We will always say if a volunteer needs to have a DBS check.

We will give everyone a fair chance to volunteer with us.

We will have an easy, clear application form.

We will invite people to come and meet us.

We will always ask people who want to volunteer to give us the names of 2 people who can tell us more about them. These people are called **referees**.

We will ask the referees if the person is:

* reliable
* good at turning up on time
* honest
* safe to look after money
* safe to work with people with learning difficulties
* good at treating people fairly

We will take time to get to know people. This will help us decide if we think they can help us. It will also let them decide if they want to volunteer with us.

We will find out things like:

* what attracted them to us
* what they been doing for the last few years
* what they want to get out of volunteering
* what they can offer us
* if they need extra support to be a volunteer
* if they need us to make any changes so they can volunteer
* when they can volunteer

**Not choosing someone**

If we decide **not** to let someone volunteer, we will tell them.

**New volunteers**

When someone starts volunteering, we will:

* run a welcome session
* give them a volunteer pack
* ask them to sign a volunteer agreement
* introduce them to the Volunteer Co-ordinator, staff, members and other volunteers
* make sure they know about health and safety
* say who to go to if they have any questions or problems
* let them know about breaks
* tell them how to claim expenses
* explain our organisation’s policy about using equipment or the internet
* get them to spend time watching other experienced volunteers or staff
* take emergency contact details (a family member or friend) for them.

**When volunteers leave**

Volunteers can choose to stop volunteering with us at any time they choose.

When someone is leaving us, we will give them a chance to tell us why.

We will ask them what was good about volunteering with us, and what wasn’t so good. We will ask you if you have any ideas about how to look after volunteers.

We will use this to get better at working with volunteers.

When Volunteers leave, we will thank them.