

# **IN2HEALTH & WELLBEING CIC**

## **Volunteer Policy**

### **Purpose of our volunteer policy**

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at IN2HEALTH & WELLBEING CIC. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

### **Our vision and mission for volunteering**

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people.

### **Attracting volunteers and volunteer agreement**

We have a range of opportunities for volunteers to get involved in. Once we receive a copy of your completed registration form, a member of our team will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

### **DBS checks**

Some volunteer roles which involve working with children and adults at risk will require a DBS check and at least two character references from previous employment or voluntary roles.

### **Induction and training**

It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise. There will be an induction prepared and delivered by one of our staff. This will include:

- Some information about IN2HEALTH & WELLBEING CIC, our vision, mission, values and our future plans;
- The role of the volunteer;
- A copy of all the relevant policies and procedures including this volunteer policy
- Information about training and ongoing learning opportunities

There will be a trial period of four weeks to give IN2HEALTH & WELLBEING CIC and you time to discover if you are suited to each other. A review will be made midway through the trial period and also at the end. This is not an assessment, it is just so that we can be sure that you benefit the most from the volunteering experience and maximise the time you are giving freely.

## **Support**

A member of our team will offer support to you. They will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that IN2HEALTH & WELLBEING CIC are doing all we can to make your volunteering experience an enjoyable and meaningful one.

## **Recognition and reward**

We could not do the work we do without our volunteers and we will take opportunities to praise the achievements. We hold social events each year to celebrate our achievements where you will get an opportunity to meet other volunteers and supporters of our work and share in our plans for the future.

## **Expenses**

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed including expenses for travel. In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and this should be handed in to IN2HEALTH & WELLBEING CIC.

## **Insurance, health and safety, accidents and risk assessment**

Volunteers with IN2HEALTH & WELLBEING are fully protected by the organisation's public liability and personal accident insurance. However, drivers using their cars in connection with their voluntary work must inform their own insurance company to ensure adequate and continued cover. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider on site.

## **Resolving problems**

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First of all, talk to the person who leads the team where you volunteer and he or she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak to a member of the IN2HEALTH & WELLBEING CIC management team.

## **Confidentiality**

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.

## **Equality, Diversity and Inclusion**

IN2HEALTH & WELLBEING CICs committed to embracing diversity and promoting equality and inclusion. When representing IN2HEALTH & WELLBEING CIC as a volunteer we expect you to support our commitment to promoting equality.

This policy was last reviewed on 21/09/2021

Signed



Benjamin Gibson

Signed



Andrew Weston