

1. Purpose

The Porch Project recognises that volunteers offer a valuable contribution to the work of the organisation and by setting out this policy we recognise our commitment in encouraging and supporting volunteers as a resource that enhances not only the quality and range of support we offer as an organisation but also extends that provision throughout the voluntary, public and private sectors where we actively seek to broker volunteering opportunities particularly with young people in mind.

The Porch Project uses the collective term “Staff” to describe both paid and unpaid employees and therefore this includes volunteers.

This policy is guided by the following principles:

- The welfare of young people is paramount.
- The Porch Project, its staff (paid and unpaid) and trustees will follow this policy
- The Porch Project recognises that volunteers have a freedom of choice about how and when they will volunteer. Their level of contribution will be mutually agreed upon
- All volunteers will have a clear role which will be explained and mutually agreed
- The Porch Project will provide an appropriate level of induction including information on how the volunteer will be supported and trained in their role
- The Porch Project will strive to find volunteering roles that are responsive to the needs of the volunteer and appropriate to their interests and skills
- Volunteers will have the right to express their views within and throughout the organisational structure of the Porch Project
- Staff (including volunteers) will work together within the policies and procedures of the Porch Project
- Staff (including volunteers) and trustees will treat each other with respect and courtesy
- The Porch Project is committed to the principles of equal opportunities for all its staff this includes the recruitment, selection and involvement of volunteers

Types of volunteers

The Porch Project recognises three different types of volunteers:

- **Short term volunteers** - who undertake one off opportunities or volunteer occasionally perhaps once or twice a year
- **Part time volunteers** - who undertake regular opportunities to volunteer on an ongoing basis, giving a few hours each week/month over a sustained period of time

- **Full time volunteers** - who undertake a minimum commitment of 30 hours per week over a minimum period of 13 weeks

2. Persons affected

- All staff (including volunteers)
- All Trustees and The Porch Project Management Team
- All service users

3. Volunteer policy

The Porch Project will ensure that:

1. **Recruitment** - we will make an ongoing effort to recruit volunteers who match appropriate needs. This selection process will be based on the skills and interest of the volunteer and the needs of the Porch Project (including organisations with whom we broker volunteering opportunities)
2. **Volunteer role descriptions** - we will ensure that volunteers have clearly defined role descriptions and will provide support to organisations with whom we broker volunteering opportunities to enable this to happen as a natural occurrence
3. **Induction, information and training** - we will ensure that volunteers receive an appropriate level of induction which will include information on the organisational aims and missions and organisational framework of the Porch Project and will provide support to organisations with whom we broker volunteering opportunities to enable this to happen as a natural occurrence and will encourage a relevant level of skills and development opportunities to enable volunteers to thrive and develop in their roles
4. **Support and supervision** - we will ensure that volunteers receive an appropriate level of support and supervision through a named contact and will provide support to organisations with whom we broker volunteering opportunities to enable this to happen as a natural occurrence
5. **Health & Safety** - as far as is practical we will ensure that volunteers take responsibility for their own health & safety and that of others and that volunteers receive a full health and safety induction in line with current policy and procedure paying particular attention to the health and safety implications of volunteering relating to young people between the ages of 11-19 and vulnerable adults and will provide support to organisations with whom we broker volunteering opportunities to enable this to happen as a natural occurrence
6. **Expenses** - we will ensure that volunteers will be reimbursed all reasonable and approved volunteering expenses and will provide guidance to organisations with whom we broker volunteering opportunities to enable this to happen as a natural occurrence
7. **Having a voice** - we will ensure that volunteers are given opportunities to express their views about issues concerning the Porch Project and its work at all levels of the organisational structure and will provide support to organisations with whom we broker volunteering opportunities to enable this to happen as a natural occurrence

8. **Insurance** - volunteers will be covered by the organisations Public Liability Insurance and we will provide support to organisations with whom we broker volunteering opportunities to ensure this is also the case with organisations with whom we work
9. **Equal opportunities** - we will ensure that all volunteers are inducted in and follow The Porch Project Equal Opportunities principles and practice and will provide support to organisations with whom we broker volunteering opportunities to enable this to happen as a natural occurrence
10. **Safeguarding policy and procedures** - we will ensure that all volunteers are inducted in and follow The Porch Project Safeguarding policy and practice and will provide support to organisations with whom we broker volunteering opportunities to enable this to happen as a natural occurrence
11. **Confidentiality** - we will ensure that all volunteers are inducted in and follow The Porch Project Confidentiality policy and practice and will provide support to organisations with whom we broker volunteering opportunities to enable this to happen as a natural occurrence
12. **Complaints & grievance** - we will ensure that all volunteers are inducted in and follow The Porch Project Complaints and Grievance policy and practice and will provide support to organisations with whom we broker volunteering opportunities to enable this to happen as a natural occurrence

4. Revision history

This policy and related guidance will be monitored by the the Porch Project Trustees on a regular basis for compliance and will be reviewed at least annually.