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*Giving Back Through Life-Changing Experiences*

## **NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY VOLUNTEERING POLICY**

### **Introduction**

NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD is registered charity with aims of Advancing Education, Dialogue and Social Cohesion in UK. NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD brings local voluntary and community groups/people together to promote and develop partnership working and acts as a channel for local groups to voice their opinions via the Voluntary Sector Forum. We promote, advertise and support voluntary and community organisations working in Newcastle upon Tyne. We also promote volunteering opportunities.

NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD recognises that there are situations in which help from volunteers can make a significant and appropriate contribution to the work and service objectives of our organisation. This document defines the term and sets out the principles, practices and procedures that will be followed in the appointment and management of volunteers.

### **Definition**

Volunteers can be described as people who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and/or with the aim of bringing benefit to the local community. Volunteers will be officially accepted and welcomed into the organisation.

### **Principles**

NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD in appointing volunteers will adhere to the following principles;

- Volunteers will not be engaged in work that facilitates the loss of an existing employee's post, nor on any tasks or projects that (within the past two years) were done by paid employees whose posts have since become redundant.
- Volunteers will not be used to do the work of paid staff during an industrial dispute.

In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the values, goals and procedures Basingstoke Voluntary Services.

### **Process for Recruitment of Volunteers**

NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD recruits volunteers by raising awareness in the local press and media and through registration with the local volunteer centre, where opportunities are put onto the national volunteering database:

<https://getvolunteering.co.uk>

NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD selects volunteers using the following process:

- Prospective volunteers will be invited to a meeting with members of the organisation to discuss the role description, terms and conditions and specification of relevant experience etc prior to appointment of the volunteer.
- In order to facilitate a clear understanding on both sides, the following information about the opportunity will be given to prospective volunteers:
  - A role description, outlining the specific tasks, responsibilities and reporting procedure for the volunteer.
  - Terms and Conditions, including the duration, hours, expenses, insurance, training etc relating to the placement.
  - A specification outlining the relevant experience, skills, knowledge and abilities required to carry out the role effectively.
  - A copy of the NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD Equality and Diversity Policy.

The prospective volunteer will be asked to complete a NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD Volunteer Application Form that will enable the volunteer to:

- Provide contact details.
- Provide information about experience, skills, knowledge and interests.
- Introduce discussion about any difficulties/barriers they may perceive to their becoming volunteers with the organisation.

If the prospective volunteer is deemed to be unsuitable for the opportunity, they will be offered a 'debrief' when reasons for the decision will be explained to them.

(Prior to commencement of their placement at NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD successful volunteers may be asked to provide information to enable a Criminal Records Bureau check to be obtained.)

Prior to commencement of their placement at NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD successful volunteers shall be formally allocated to a named employee who will manage/supervise the volunteer. The manager's responsibilities will include ensuring that the volunteer receives the following:

- A planned induction to the organisation, including appropriate forms i.e., expenses claim forms etc.

- Copies of all the organisation's policies that are relevant to the volunteering role. (i.e., Health & Safety, Discipline & Grievance and Confidentiality Policies).
- Regular support and supervision sessions.
- Positive feedback on their contribution.
- Adequate accommodation, equipment and services to enable them to perform their tasks effectively.

**Termination**

NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD represented by the Chief Executive or appropriate Manager, can, where appropriate, terminate the placement of the volunteer by giving one week's notice in writing. Should the volunteer wish to be debriefed on their termination they may request a meeting with the manager and/or Chief Executive.

**Resignation**

Volunteers of NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD can, where appropriate, resign from their role as a volunteer by giving one week's notice in writing.

**Discipline and Grievance Procedure**

Volunteers of NORTH EAST DIVERSITY, EDUCATION AND SOLIDARITY LTD in case of any dispute will have access to the organisation's Discipline and Grievance Procedure, and will be subject to its procedures.

**Equality and Diversity**

We aim to be an organisation that values, recognises and responds to the diverse needs of members and those we serve. We adhere to the Equality Act 2010 and will not discriminate against any person or other organisation with particular reference to the protected characteristics.

**Monitoring and Review**

The Senior Management Team, with adequate consultation of the Board of Trustees, will regularly review the operation of this policy.

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