



Volunteers Policy

This policy applies to management committee members, volunteers and all staff.

Introduction

The DVS recognises that Volunteers represent an essential element of community participation which is vital to ensure the cooperative nature of the shop. To encourage community participation, it is committed to involving volunteers in a variety of roles related to shop business. Volunteers offer a valuable resource to supplement the staffing of the shop and are essential to its smooth running. To this effect it is important to ensure volunteers are protected, supported, supervised, treated with respect and dignity, and fit for work. Shop volunteers will be supported by DVS staff at all times and will not be expected to work alone in the shop premises.

Purpose

The aim of this policy is to produce a clear framework for the use of volunteers working for the Dobcross Village Store. A volunteer is someone who is working in an unpaid capacity to a planned and agreed set of activities. This would include any occasional volunteers who may offer their services from time to time.

The policy is intended to help promote a constructive partnership between volunteers and the staff of Dobcross Village Store. People volunteer for a variety of reasons and can contribute in a range of ways according to individual needs and talents that they bring. Volunteers will need to abide by the values, principles and policies which form the framework of the Dobcross Village store and the Dobcross Village Society.

Equal opportunities and diversity

Dobcross Village Society members are committed to the development of equal opportunities and believe that opportunities for volunteering should be open to all regardless of social class, gender, sexual orientation, disability, age, marital status, religion, colour, race or ethnic or national origin. See DVS Equal Opportunities and Diversity Policy.



Dobcross Village Society Ltd

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Recruitment and selection

1. Anyone wishing to volunteer should make themselves known to the Shop Manager and complete a Volunteer Application form.
2. Volunteers will be recruited and selected to fit shop roles according to their skills, time limits and suitability in helping meet the needs of planned activities.
3. Volunteers should normally be over 18. If an applicant is under 18, the application should be discussed by staff and management committee to ensure that sufficient guidance and support are in place in line with the DVS Safeguarding Policy.
4. All prospective volunteers will be asked to make a declaration to agree to the Volunteer Code of Conduct and sign an agreement document which clearly sets out their responsibilities and normal working period/s.
5. There will be no employment relationship between Dobcross Village Store and the volunteers and the Volunteer Agreement to work for the shop can be cancelled at any time by either party.

Induction, Training and Support

Volunteers will be entitled to: -

1. A full induction on the work of the DVS and its policies and practices, the shop staff and their volunteering role.
2. A description of the standards expected of them and support to achieve and maintain these standards.
3. A thorough briefing on Health and Safety aspects and specific risks.
4. Any specific training required to meet the responsibilities of their role.
5. Being made welcome and to feel involved and valued.
6. A named volunteer support person who will be available to discuss their role and any problems and to organize volunteer meetings and social events.

Health and Safety

The DVS is committed to: -

1. Providing a safe working environment in line with the shop Health and Safety Policy and making volunteers aware of environmental risks. See DVS Health and Safety Policy.



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2. Ensuring volunteers are aware of their responsibilities to report accidents, injuries and unsafe practices/ environments.
3. Safeguarding and promoting the welfare of young volunteers and vulnerable adults. See DVS Safeguarding Policy.

Insurance

Public Liability cover is in force to protect the project's legal liability for third party injury or property damage arising in connection with the work.

Expenses

Subject to prior agreement, any eligible costs incurred during volunteering will be reimbursed.

Policies that Volunteers will be made aware of

- Volunteer Policy
- Health and Safety Policy
- Equal opportunities Policy
- Environmental Policy
- Safeguarding Policy
- Anti-Fraud and Anti-Corruption Policy

This policy will be reviewed and updated each year.



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