

THE MISSION ACADEMY

VOLUNTEER POLICY

The Mission Academy is an independent Christian Learning Centre and will be referred to as TMA Learning Centre in some parts of this policy.

INTRODUCTION

The Mission Academy seeks to involve volunteers to:

- ensure our provisions meet the needs of our 'clients'
- provide new skills and perspectives

PRINCIPLES

This Volunteering Policy is underpinned by the following principles:

- The Leadership & Management of The Mission Academy(TMA) will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to TMA..
- The Leadership & Management expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- The Leadership & Management recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

PRACTICE GUIDELINES

The following guidelines deal with the practical aspects of the involvement of volunteers.

Recruitment

Interviews will be conducted for all prospective volunteers to find out their skills, suitability and how best their potential might be realised.

Volunteer Agreements and Voluntary Work Outlines

Volunteers will have a volunteer agreement establishing what TMA undertakes to provide them. In addition, they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract; the Leadership & Management does not intend to create a contract with any volunteers.

Expenses

All volunteers will have their travel and other expenses reimbursed.

Induction and Training

All volunteers will receive an induction into TMA. Volunteers will receive training as appropriate and volunteers will be entitled to receive additional training on the same basis as paid staff, where possible.

Support

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning TMA and its work.

Insurance

All volunteers are covered by The Mission Academy's insurance policy whilst they are on the premises or engaged in any work on the behalf of the TMA Learning Centre.

Health and Safety

Volunteers are covered by TMA's Health and Safety Policy, a copy of which is available from TMAOffice.

Problem Solving

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints. A copy of the procedure is available from the office.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.

Policy Adopted by Leadership & Management on: _____ June 1 2026 _____

Policy Reviewed on: _____

Policy Due for Review on: _____