



# Adult Learning Kirklees & Kirklees Council

## Volunteer Policy

2022-2024

Adult Learning Kirklees is part of Kirklees Council and as such follows all KC policies, procedures and guidance.

All policies will be reviewed annually by the ALK Advisory Board unless there are in year changes required according to legislation or policy change.

Providers will be made aware of any new policies or changes to inform and amend their own policies and guidance. Policies highlighted will need to be devised, reviewed and revised by the provider annually.

Policies created by: Jeanette Palmer Nina Barnes	Date Created: February 2022	Date of Renewal: February 2024
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## **Volunteer Policy**

### **1. Introduction**

ALK and its provider partners aims to deliver high quality community learning to adults and volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to our organisation and those who use our services. Volunteer involvement in this organisation does not replace or devalue the role of paid staff, it enhances our provision.

Within ALK volunteers are involved in:

- Supporting learners to develop their knowledge, skills and confidence in order to progress to other learning, volunteering or employment.

ALK aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities;
- the organisation will comply with the Data Protection Act in the use of data held on all volunteers;
- volunteering opportunities will complement rather than replace the work of paid staff
- volunteers will be provided with regular opportunities to share ideas/concerns with a named contact as a mentor/ point of contact
- all existing and future policies will apply to volunteers as well as staff

### **2. The Purpose of this Policy**

By adopting this policy ALK aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm this organisation's commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers; and
- ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers;

This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required, for the role of volunteers alongside paid staff. This document and the associated policy, procedures and guidance provide a framework for the involvement of volunteers.

### **3. Recruitment and Selection**

ALK and its providers will adhere to its equalities and diversity policy when recruiting and selecting volunteers. All potential volunteers will be asked to complete a volunteer's application/registration form. Task descriptions will outline time, commitment, necessary skills and actual duties. Where there is specific training required this will be highlighted as part of the recruitment process. Where there is a requirement for a Disclosure Check this will be highlighted as part of the recruitment process. All volunteers will be

required to provide 2 references. Where individuals cannot be placed, we will endeavour to refer them to another agency who can support them to find a volunteering opportunity.

#### **Support and Supervision**

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under the provider's Public Liability Insurance.

All volunteers will have an induction to their volunteering which will involve an overview of the relevant policies and procedures. Following Induction, volunteers will have regular support and supervision meetings with a named contact to identify areas for development, or to discuss any issues. A record of these discussions will be held as part of the individual volunteer's records. Volunteers can have access to their records at any time.

Volunteers will be able to claim reasonable expenses for their volunteering in line with the Expenses Policy. Volunteers should discuss any planned expenditure prior to incurring these expenses to ensure that it will be covered by the organisation.

Where volunteers have holidays or other commitments which mean that they cannot attend their normal volunteering, they should advise their named contact to ensure that we can arrange alternative cover. If volunteers require a longer break from their volunteering, they should discuss this with their named contact. Providers will endeavour to be as flexible as possible to accommodate the needs of volunteers.

Volunteers can access learning and development opportunities which are relevant to their volunteering role throughout their time with ALK. Opportunities for Learning and Development will form part of the discussions at support and supervision sessions.

#### **Problem Solving**

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with using the organisation's complaints procedure.

#### **Responsibility**

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the provider manager. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.

Review July 2024

