

New Oriel Hall

Volunteer Policy January 2016

New Oriel Hall is a volunteer led organisation.

Volunteers enhance the work of the organisation.

Volunteers complement the work of paid staff and are recognised for the valuable asset that they are.

Volunteers make up the Trustees and the Management Committee

NOH Staff and Management Committee believe in adopting good practice within the organisation and are committed to the support and personal development of all its volunteers.

Principles:

1. Volunteering must be a choice made freely by each individual
2. Volunteer opportunities will complement rather than be a substitute for the work of paid staff
3. Volunteering is open to all, no matter what their background, age, race, sexual orientation and faith, although it is recognised that in certain circumstances there are constraints. NOH accepts that inclusiveness builds bridges and helps a diversity of people to feel usefully involved
4. The tasks to be performed by volunteers should be clearly defined so that they are fully aware of the extent of their responsibility
5. Benefits that volunteers can expect to gain include a sense of worthwhile achievement, useful skills and experience
6. Volunteers will have access to the grievance procedure as outlined in NOH Equal Opportunities Policy Section 5.
7. Volunteers will never be asked to cover for staff in the event of industrial action
8. Volunteers will adhere to the NOH '*Code of Conduct*' as stated in NOH Equal Opportunities Policy Section 7.

Recruitment:

1. Recruitment opportunities will be advertised as widely as appropriate
2. Anyone offering to volunteer will be dealt with swiftly and will always receive a written response from the NOH Staff within ten days (where possible) of their application
3. The person offering to become a volunteer will be given ample opportunity to discuss their skills and experience and how best their

potential might be realised. There will be no formal interview but one of the NOH Staff will discuss hours and the volunteer role

4. Volunteers may be asked to provide references, and in some cases - where appropriate for the particular volunteer role - to undergo a DBS (Disclosure and Barring Services) clearance
5. The volunteer may be asked to complete a skills audit form in order to assist the Staff and match the volunteer's area of interest with jobs requiring help.
6. The Staff will act as quickly as possible to provide work for a volunteer who offers to help.

Procedure at Work

Volunteers will be introduced to their tasks by a Staff member giving them:

1. An introduction and short history of the building and the organisation including details of what NOH offers to the community
2. Induction to NOH policies, for example Child Protection, Health and Safety, Equal Opportunities
3. An introduction to the management system
4. A clear description of what will be expected of them and a job description where applicable
5. Relevant training enabling the volunteer to carry out their duties
6. All volunteers are requested to observe confidentiality where appropriate and / or requested

Volunteers are entitled to ask for a reference from NOH if they are seeking paid employment elsewhere

Volunteers will be encouraged to take up training and development opportunities where appropriate