

Volunteer Policy

1. Introduction

- 1.1 HEDQF (the Charity) recognises that volunteers make an essential contribution to the work of HEDQF bringing a wealth of experience and skills which are used in a wide variety of activities.
- 1.2 This policy is designed to help the Charity develop good practice when managing volunteers.

2. Recruitment

- 2.1 Key volunteer roles e.g. Chair, Treasurer, Company Secretary etc. will have formal role descriptions to allow those interested to have a clear understanding of what the role involves both in terms of tasks and time commitment. As a minimum these will include a description of the sort of tasks the role includes, who is responsible for the role and information on how it fits into the wider activities of the Charity.
- 2.2 For these roles informal discussions will take place between the prospective volunteer and the Chair and/or relevant Executive member to assess mutual suitability prior to any offer/acceptance.
- 2.3 Any roles involving work with children or vulnerable adults will be subject to a DBS check.

3. Induction

- 3.1 Inductions will be arranged for all new volunteers to include specific tasks and responsibilities and reporting lines.
- 3.2 Any Health and Safety issues and relevant policies will also be covered.

4. Training

- 4.1 Specific training for those new to the role will be given, either in house or using an external provider.
- 4.2 Ongoing training will be provided as appropriate.
- 4.3 Any changes to the role will be discussed, and agreed, with volunteers in advance and additional training provided where necessary.

5. Expenses

- 5.1 Any reimbursement of out of pocket expenses should be agreed in advance in accordance with the Expenses Policy

6. Insurance

- 6.1 Volunteers will be covered by the Charity's public liability policy where appropriate.