



Learning Partnership West CIC

Volunteering Policy

Version 4.0, August 2020

Definitions

“LPW”	Shall mean Learning Partnership West CIC.
“Colleague”	Any person employed by LPW and paid through the LPW payroll in the UK.
“Volunteer”	Any person engaged with LPW on a volunteer agreement and who is not remunerated for the work that they do with LPW

1. Scope and purpose

This policy applies to all Volunteers and where appropriate Colleagues of LPW. Its purpose is to set out how people can undertake voluntary work with LPW, our expectations of Volunteers and how we support Volunteers.

This policy is issued by way of guidance. It is not intended to have any contractual effect and is kept in line with LPW practice and current legislation and may change from time to time as business practice, case law and legislation changes.

The following statements deal with practical aspects of the involvement of Volunteers. More detailed information, including copies of policies and procedures referred can be obtained from line managers.

2. Principles

LPW believe that Volunteers are a valuable part of our organisation and we will aim to:

- Ensure that our Volunteers are made to feel welcome
- Recognise, acknowledge and value the importance of the work carried out by Volunteers
- Recognise that the role of Volunteers complements but cannot replace that of contracted Colleagues
- Ensure that Volunteers are DBS checked and locally trained in safeguarding
- Offer access to suitable and necessary training for Volunteers, either within the organisation or from outside agencies if appropriate
- Make it easier for people in the community to volunteer within LPW
- Make sure that the LPW Volunteers roles and responsibilities are clear
- Set and communicate LPW standards when working with Volunteers
- Ensure that Volunteers know systems of communication and support available within LPW

3. Recruitment

LPW operates an equal opportunities policy for all contracted Colleagues, casual Colleagues and our Volunteers.

Volunteers applying to LPW will follow the Safer Recruitment Policy process.

When an individual has decided they are interested in volunteering for LPW they will need to apply by completing a volunteer application form. All prospective Volunteers will have a short interview with a Line Manager.



Applicants will be required to declare any benefits they are receiving to ensure that all benefits are safeguarded while a Volunteer is working for LPW.

Once a Volunteer applicant is accepted, a Line Manager will set out expectations with the Volunteer with the support of other Colleagues. This will be followed up with a volunteer confirmation letter.

All Volunteers will receive an induction, including information about LPW, health and safety, LPW procedures and safeguarding.

4. Rights and Responsibilities of Volunteers

Volunteer's Rights

- Know what is expected of them and are clear about the tasks they are being asked to perform and given responsibilities
- Be clear about who is line managing or supervising them i.e. know who they are responsible to and need to report to
- Have safe working conditions
- Be insured whilst on LPW premises and undertaking voluntary work with LPW
- To have a clear induction into LPW, which is consistent with non-volunteers
- Know their obligations, responsibilities and procedures
- To have regular contact with their line manager including support, development and the opportunity to discuss any problems or concerns
- To receive training that will enable them to do the volunteering role effectively

Volunteer's Responsibilities

- Be honest, trustworthy and reliable
- Advise LPW in advance of any non-availability
- Adhere to other LPW policies and procedures which impact on their role
- Respect confidentiality
- Respect the rights and confidentiality of other volunteers, Colleagues and young people
- Attend training and support sessions where agreed
- Carry out tasks in a way that meets the aims and values of the organisation
- Work within agreed guidelines
- Ask for support when needed

5. Management

Each Volunteer will be supported by a Colleague who will act as their supervisor.

Volunteers will have the opportunity to have regular meetings with their supervisor to feedback on how things are going, discuss anything they may want from the volunteering in the future and to raise any problems, questions or recommendations.

Volunteers are encouraged to express their views and ideas about things that are connected with LPW either informally or through review sessions.

LPW aims to be an open and friendly organisation and that problems can be solved at the earliest possible stage. Volunteers are encouraged to discuss any concern with their supervisor in the first instance.

The Employee engagement Group represents Volunteers and workers across the business.

6. Safeguarding and Health & Safety

Volunteers are expected to work within all LPW Safeguarding and Health & Safety Policies and procedures.



The LPW Child Protection and Safeguarding Policy applies to Volunteers to ensure:

- all Colleagues and Volunteers have keeping children and young people safe as their highest priority
- all Colleagues and Volunteers understand the need for Safeguarding
- all Colleagues and Volunteers understand their responsibilities for identifying and reporting cases of abuse

Health and safety is of paramount importance and LPW policies regarding this apply to all Volunteers. All Volunteers are expected to raise any health and safety concerns with their supervisor.

7. Confidentiality

Volunteers will be bound by the same requirements for confidentiality as contracted Colleagues.

Volunteers will only have access to Upshot or internal systems if their supervisor has obtained agreement from their Line Manager. Any data on these systems is subject to the confidentiality requirements outlined in LPW's Information Security policy.

Agreement for volunteer access to Upshot is also subject to the following conditions:

- Confirmation from HR that a satisfactory DBS clearance has been received
- The benefit to /positive outcomes for the young person the volunteer is working with will be increased
- The supervisor has supported the volunteer to achieve an agreed level of competence in their work role

8. Future Developments

This policy may be varied, withdrawn or replaced at any time by LPW at its absolute discretion.