



Volunteering Policy

Date of last review	June 2022	Reviewed by	S Gomarsall
Date of next review	June 2023	To be reviewed by	S Gomarsall

1. Introduction

Cambridge United Foundation (CUF) is committed to involving volunteers directly within the organisation to:

- contribute to the delivery of our services;
- ensure we are responsive to the needs of our users;
- provide different skills and perspectives;
- offer opportunities for participation by people who might otherwise be excluded.

This volunteer policy sets out the principles and practice by which we involve volunteers.

2. Principles

CUF:

- recognises that voluntary work brings benefits to volunteers themselves, to service-users and to paid staff;
- will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute effectively;
- will not introduce volunteers to replace paid staff;
- expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work;
- 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;
- will endeavour to identify and cover the costs of involving volunteers;
- recognises that the management of volunteers requires designated responsibilities within specific posts;
- will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible.

3. Recruitment

Recruitment of volunteers will generally be from all sections of the community, and will be in line with CUF's Equal Opportunities Policy. Positive action in recruitment may be used where appropriate.



People interested in becoming volunteers with CUF will be invited for an informal talk with the appropriate contact person. They will be given an information pack including general information about the organisation and specific information on the volunteer post in which they are interested.

Every volunteer role will undergo checks according to CUF's Disclosure and Barring Policy.

4. Volunteer Agreements and Voluntary Work Outlines

Volunteers will receive a role description and volunteer agreement containing full information about their chosen area of work and a clear idea of their responsibilities and the volunteer's responsibilities to them.

5. Induction and Training

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.

6. Support

Volunteers will be assigned a named contact person who will provide regular support. Support sessions will provide the opportunity for ongoing dialogue about the development of the volunteering role and any advice and guidance as needed. Where the volunteering role is emotionally demanding these sessions also give volunteers the opportunity to access emotional support from the organisation.

7. The Volunteer's Voice

Volunteers will be consulted in decisions which affect them. CUF is committed to developing consultation and representational procedures for volunteers.

8. Records

Minimum details will be kept on volunteers. This will include the registration form, references, placement details, crisis contact, correspondence and any other relevant information in accordance with CUF's Data Protection Policy.

9. Expenses

CUF will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.

10. Insurance

Volunteers will be covered by insurance while carrying out agreed duties.



11. Health and Safety

CUF will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while at work in accordance with the CUF's Health and Safety Policy.

12. Equal Opportunities

Volunteers and staff will work in accordance with CUF's Equal Opportunities Policy and will prevent discrimination on any grounds.

13. Endings

When volunteers move on from their role at CUF they will be asked to provide feedback on the volunteering experience by way of an exit questionnaire. They will also be given the opportunity to discuss their responses to the questionnaire more fully with their named contact.

On the basis of their voluntary work, volunteers will have the right to request a reference. Volunteers will be supported to move on to other options.

14. Monitoring and Evaluation

CUF will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.

Cambridge United Foundation is committed to promoting equality of opportunity for all staff, volunteers and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.