



## Volunteers Policy

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## Volunteers Policy

### Policy Statement

It is the policy of Autism Bedfordshire to recruit, train and support volunteers to provide services to support children with autism, their parents, carers and other interested professionals. The work undertaken by volunteers will enhance the value of services given, rather than being instead of taking on a paid member of staff.

### Practice Statement

This volunteer's policy should be read in context with the other policies of Autism Bedfordshire. Volunteers are valued as part of the team of staff and trustees providing services for autism. The aim of the policy is to underline our wish to create an environment in which volunteers know what can be provided for them and what is expected of them, so that they will enjoy their role, perform it well and want to continue to volunteer.

### Volunteer practices and procedures

Volunteers are able to be involved in the following:

- Providing Social and Community based services
- Providing accessible information and advice
- Increasing contact with people using our services in Luton and Bedfordshire
- Expanding the range of services offered
- Promoting the organisation and encouraging people to use the range of services available.
- Generating understand of the needs of people with autism and their carers in all sectors of society.

All volunteers will receive induction training. Autism Awareness is necessary for all roles and ongoing support will be given during the volunteer's time with the organisation. Autism Bedfordshire will cover all training fees.

We recognise that each individual will have their own needs both for role satisfaction and personal development and will seek to help volunteers meet these needs by regular discussions and reviews of their role, normally with the Development Officer.

Autism Bedfordshire expects volunteers to take an active role within the organisation and is open to ideas and comments. Open Forum Support sessions will be held regularly in addition to individual discussions.

Volunteers are expected to keep themselves updated on the organisations activities with the help of the newsletter. A special volunteer's newsletter will be produced regularly in addition to the main newsletter 'Pathway'.

Autism Bedfordshire is committed to equal opportunity and will actively recruit volunteers from all sectors of the community.

A regular commitment is expected from all our volunteers. If you have problems they should be discussed with the Development Officer in the first instance or refer onto the Management Committee without delay.

## Recruiting Volunteers

- Volunteers will be interviewed by the Line Manager (Manager, Development Officers, Senior Team Leader and Team Leader/s), to ascertain what they would like to do, their aptitude and the best way of developing their potential.
- They will be asked to complete an application form, agree to a DBS check and two references will be taken up prior to a volunteer starting a role. This must be in place or be being processed before a volunteer can attend an activity.
- Where a DBS check is outstanding, the volunteer will always be supervised during activities. This is regardless of whether the volunteer is a member of Autism Bedfordshire or not.
- Volunteers will be given a Volunteer Roles and Responsibilities sheet outlining their specific role.
- All Volunteers, Committee Members and Staff sign the Confidentiality Policy Document, a copy of which is then held in a locked filing cabinet in the office.
- Out of pocket expenses are paid for mileage at the same rate as paid staff. All expenses need to be authorised by the Development Officer before being sent to the Treasurer.
- Autism Bedfordshire carries Public Liability Insurance, which covers activities carried out by volunteers at the request of the organisation. Volunteers using their car as part of their role will be expected to inform their insurance company.
- Autism Bedfordshire has a commitment to ensure that all reasonable and practical safeguards are taken for the health, safety and welfare of volunteers. Volunteers have a responsibility to report issues to the Line Manager and to abide by the Health, Safety and Welfare Policy.