



Volunteer Policy Statement

1. Introduction

Ford Forward Community Chaplaincy aims to:

- Support to men leaving HMP Ford in West Sussex, wherever they might settle;
- Support to men and women returning to West Sussex from other prisons;

and volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to our organisation and those who use our services.

Within Ford Forward volunteers are involved in:

- The direction and management of the charity
- Client mentoring and befriending

Ford Forward aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that all everyone is sure of their respective roles and responsibilities;
- the organisation will comply with current Data Protection legislation in the use of data held on all volunteers;
- volunteers will be provided with regular opportunities to share ideas/concerns with the Volunteer Coordinator and/or trustees;
- all existing and future policies will be checked as to how they affect volunteers

2. The Purpose of this Policy

By adopting this policy Ford Forward aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm this organisation's commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers; and
- ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers;

This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required, for the role of volunteers alongside other members of the team. This document provides a framework for the involvement of volunteers.

3. Recruitment and Selection

Ford Forward will adhere to its equality policy when recruiting and selecting volunteers. All potential volunteers will be asked to complete a volunteer's registration form. Written task descriptions will outline time, commitment, necessary skills and actual duties. Where there is specific training required this will be highlighted as part of the recruitment process. Where there is a requirement for a Disclosure Check this will be highlighted as part of the recruitment process. All volunteers will be required to provide 2 references.

Support and Supervision

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under Ford Forward's Public Liability Insurance.

All volunteers will have an induction to their volunteering which will involve an overview of the relevant policies and procedures. Following Induction, volunteers will have regular support and supervision meetings with a named contact to identify areas for development, or to discuss any issues. A record of these discussions will be held as part of the individual volunteer's records. Volunteers can have access to their records at any time.

Volunteers will be able to claim reasonable expenses for their volunteering in line with the Expenses Policy. Volunteers should discuss any planned expenditure prior to incurring this expenses to ensure that it will be covered by the organisation.

Where volunteers have holidays or other commitments which mean that they cannot attend their normal volunteering, they should advise their named contact to ensure that we can arrange alternative cover. If volunteers require a longer break from their volunteering, they should discuss this with their named contact. Ford Forward will endeavour to be as flexible as possible to accommodate the needs of volunteers.

Volunteers can access learning and development opportunities which are relevant to their volunteering role throughout their time with Ford Forward. Opportunities for Learning and Development will form part of the discussions at support and supervision sessions.

Problem Solving

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with by the trustees in accordance with good practice.

Responsibility

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the trustees. Implementation and adherence to this policy is the responsibility of all within the organisation.

Signed on behalf of the Trustees:	
Name of Trustee:	M E Peachey
Date of approval by the Trustees:	August 2019
Date of First Review	August 2020
Date of Next Review	August 2020