

Policy Statement



Volunteers

We are committed to the continued involvement of volunteers within our organisation and ensuring the volunteer experience is enjoyable and satisfying. We actively promote the importance of volunteering and attempt to increase the number and variety of volunteering opportunities available.

Sense Scotland will:

- Ensure all volunteers receive a statement of commitment. This includes:
 - Role Description and details of task
 - Expectations
 - Mutual rights and responsibilities
- Provide volunteers with a named supervisor.
- Ensure that volunteers undertake duties appropriate to their voluntary roles.
- Ensure an appropriate Disclosure Scotland check and references are obtained prior to the volunteering commencing.
- Expect all volunteers to adhere to Sense Scotland core values.
- Ensure that volunteers do not work in isolation with service users or in unsupervised situations unless they have met the required competencies.
- Inform and advise volunteers how to follow Sense Scotland policies and procedures.
- Inform and advise volunteers how to follow health and safety policies and procedures.
- Encourage volunteers to express their views about matters concerning Sense Scotland and our work.
- Provide volunteers with an induction and appropriate training.
- Provide volunteers the opportunity to apply for internal vacancies.
- Require volunteers to ensure that information related to the people using our services, families or colleagues is kept strictly confidential.
- Expect staff at all levels to work positively with volunteers and, where appropriate, involve them in their work.
- Make agreements with volunteers about reimbursing reasonable expenses incurred when doing their voluntary work.

Relevant guidance is: Managing Volunteers, Accountability handbook, Health and Safety handbook

Helen Ostrycharz, Head of Human Resources, is the designated person in relation to this policy.

Consultation method: circulation amongst members of the internal policy working group June 2007.

Approved by SMG: 11 July 2007

Revision planned by: 11 July 2010

Available in other formats on request.

Sense Scotland, 43 Middlesex Street, Glasgow G41 1EE

Tel: +44 (0) 141 429 0294 Fax: +44 (0) 141 429 0295 Text: +44 (0) 141 418 7170

www.sensescotland.org.uk info@sensescotland.org.uk

Registered as a company limited by guarantee in Scotland 147570

Registered Scottish Charity Number SC022097