Ryedale Environment Group Volunteer Policy

Introduction

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

Within REG volunteers are involved as:

- Trustees
- Organising events
- Helping at events

Ryedale Environment Group aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement, informing and developing our work, and 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 everyone is sure of their respective roles and responsibilities.
- the organisation will comply with the Data Protection Act in the use of data held on all volunteers.
- volunteers will be provided with regular opportunities to share ideas/concerns with a named contact
- all existing and future policies will be checked as to how they affect volunteers.

The purpose of this policy

By adopting this policy REG 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 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
- 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 paid staff. This document and the associated policy, procedures and guidance provide a framework for the involvement of volunteers.

Recruitment and selection

REG will adhere to its Equalities and Diversity Policy when recruiting and selecting volunteers. All potential volunteers will be asked to complete a volunteer's application/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 two references.

Support and supervision

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under Ryedale Environment Group'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.

Problem solving

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with using the REG's policy. Also, see our 'What to do if things go wrong' resource sheet for support.

Responsibility

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the REG Chair and the policy and finance sub-committee. Implementation and adherence to this policy is the responsibility of all volunteers within the organisation.

[24 January 2025]
[to be reviewed at a maximum every 2 years]