
Volunteer Policy

**Newcastle Community Centre
Limited**

Approval date: 01.10/2018
Revision Date : 01/10/2021
Reviewed 1/6/2021
Next Revision date. 1/6/2024

1. Policy Statement.

1.1. Newcastle Community Centre is committed to a consistent and supportive approach to volunteers that best meets the needs of the service user, the volunteer and the needs of the organisation.

2. Purpose

- 2.1. This policy has been produced to provide guidance on all aspects of volunteering within Newcastle Community Centre
- 2.2. It aims to ensure that there is a positive and mutually beneficial volunteering arrangement and that volunteers are properly recruited and well managed.

3. Scope

3.1. This policy applies to all volunteers within Newcastle Community Centre to include members of the Newcastle Community Centre Board..

4. Recruitment

- 4.1. Anyone who is committed to the aims and the values of the organisation is eligible to apply to become a volunteer.
- 4.2. We will provide an accurate description of the tasks that we expect volunteers to undertake.
- 4.3. We may draw up a brief person specification for volunteer task that require a particular skill-set.
- 4.4. We will provide an accurate description of the tasks that we expect volunteers to undertake.
- 4.5. We always have an informal chat with potential volunteers so that we can decide if we are right for each other.
- 4.6. We always check up references.
- 4.7. We reserve the right to select someone as a volunteer
- 4.8. All volunteers should be appropriately vetted if required.

5. Induction

- 5.1. We warmly welcome all new volunteers and will provide them with the information they need to become fully involved in our organisation.
- 5.2. All placements are subject to an initial trial period of one month.

6. Support

- 6.1. We respect volunteers' right to privacy and confidentiality.
- 6.2. We reimburse any previously agreed out of pocket expenses incurred in the course of undertaking voluntary work of our organisation.
- 6.3. We provide insurance to cover volunteer's activities.
- 6.4. Volunteers are sometime able to avail of training and development opportunities through our organisation.
- 6.5. We thank our volunteers on an ongoing basis for their contribution, using both informal and formal recognition techniques.
- 6.6. We provide references for current and former volunteers upon request.

7. Supervision

7.1. Basic administrative records are maintained on each volunteer to whom they may have access at any time.

- 7.2. Each volunteer has a named supervisor
- 7.3. We gratefully acknowledge the gift of time to our organisation, but stress that unscheduled absences can create organisational problems and request volunteers inform their supervisor of these as soon as possible, so that alternative arrangements can be made
- 7.4. We expect volunteers to adhere to the policies and procedures of our organisation (this includes maintaining the confidentiality of all privileged information to which they are exposed)
- 7.5. All volunteers must adhere to NCC Covid-19 policy.

8. If problems arise

- 8.1. We aim to act quickly and fairly if difficulties arise.
- 8.2. We urge volunteers who have any sort of problem to contact their supervisor at the earliest opportunity.
- 8.3. If the supervisor is the source of the problem or cannot resolve the issue, the volunteer should contact the chairperson
- 8.4. We reserve the right to dismiss volunteers who do not adhere to the organisation's rules or who fail to perform their volunteer assignments satisfactorily

9. One-off Volunteer Opportunities

- 9.1. Volunteer placements for a one off activity such as at a fundraiser event or one off activity will not be subject to all the recruitment procedures outline in sections 7 to 8. I
- 9.2. All one-off volunteers will be expected to:
 - 9.2.1. Read and adhere to the organisation's code of conduct
 - 9.2.2. Read and adhere to the organisation's confidentiality policy
 - 9.2.3. Read and sign the Volunteer Agreement form
 - 9.2.4. If participating in a fundraising event, one-off volunteers should read and adhere to the organisations fundraising policy.
- 9.3. Any volunteer, even a one-off volunteer working with children, will be expected to be Garda vetted according to the organisations Garda vetting policy.

Review

This policy will be reviewed every three years or sooner if circumstances change.

Signed
Chairperson
Date

Signed
Secretary
Date

Signed version of the policy will be held in Newcastle Community Centre.

Appendix 1

Volunteer Agreement

Signed:
(Appointed volunteer supervisor)

Signed:
Volunteer

Date

Note: this agreement is in honour only and is not intended to be a legally binding