



Volunteer Policy

Signed Off 13th March 2025

Review Date: 13th March 2028

Main Objectives

To provide established and newly arrived residents with opportunities for purposeful and rewarding involvement with a range of activities, projects and events in support of work by Calderdale Valley of Sanctuary (CVoS) and community networks.

We require all applicants who volunteer with Calderdale Valley of Sanctuary to complete an application form (usually by e-mail) within which a referee is requested.

Principles

- Volunteers are integral to our work and their contribution is valued.
- Calderdale Valley of Sanctuary promises to provide fair, equal and consistent treatment of volunteers.
- As far as possible, Calderdale Valley of Sanctuary will assign tasks to volunteers based on their existing skills, specific interests and career aspirations.

Recruitment

CVoS welcomes volunteers from all sections of the community, and recruits through:

- Advertising and the website
- Word of mouth
- Promoting opportunities via other agencies and networks
- Talks to community groups

When recruiting volunteers, we will take into account the Principles of Equal Opportunities and Diversity. Our equality policy can be found on our website.

A member of staff, existing volunteer or Trustee of Calderdale Valley of Sanctuary will meet all aspiring new volunteers to tell them about the organisation and find out about the potential volunteer's skills, interests and career aspirations. Following this initial conversation, the Volunteer Co-ordinator and/or the Membership Engagement Lead will inform the potential volunteer of the outcome of their volunteering request and, if successful, will determine the nature, extent and pattern of volunteering in collaboration with the volunteer.

Calderdale Valley of Sanctuary reserves the right to decline any and all offers of volunteering if the individual is deemed by staff, trustees, existing volunteers and/or voluntary support organisations to be unfit for the role, or if a suitable role cannot be agreed.

DBS checks at the appropriate level will be requested only for those volunteer roles for which they are required by law, and only with the agreement of the volunteer. Calderdale Valley of Sanctuary reserves the right to modify a volunteer's tasks and/or to terminate a volunteer's involvement with the organisation should a DBS check reveal that it would be illegal for the volunteer to carry out their assigned tasks (e.g. where an assigned task counts as regulated activity and the volunteer's name is on a relevant barred list).

Expectations

- Volunteers will adhere to all Calderdale Valley of Sanctuary policies.
- Volunteers will not engage in illegal behaviour while representing Calderdale Valley of Sanctuary, attending events organised by Calderdale Valley of Sanctuary, wearing Calderdale Valley of Sanctuary branded clothing and/or using Calderdale Valley of Sanctuary email accounts and social media.
- Volunteers will strive to uphold the good name and reputation of Calderdale Valley of Sanctuary.

Confidentiality

In the course of their voluntary work for Calderdale Valley of Sanctuary, volunteers may learn sensitive personal information relating to an individual's background and circumstances. It is important to preserve the dignity of that person by not divulging this to anyone outside the organisation, unless required to do so by law and/or by Calderdale Valley of Sanctuary's safeguarding policy.

Expenses

Volunteering at Calderdale Valley of Sanctuary should be open to everyone who is interested, regardless of their personal financial circumstances. Re-imbursement for reasonable out of pocket expenses is available in line with Calderdale Valley of Sanctuary's Expenses policy.

Support and training

Calderdale Valley of Sanctuary is committed to supporting its volunteers as a mark of how much their work is valued.

- Supervision will be offered to the volunteers on a regular basis in the form of regular get togethers for all volunteers.
- Volunteers are encouraged to contact the Volunteer Coordinator and/or the Membership Engagement Lead at any time should they need additional support or training.
- As well as training sessions for all volunteers, Calderdale Valley of Sanctuary reserves the right to offer specific training - either in-house or through paying an external provider - to individual volunteers in order to enable them to perform their volunteer role to the best of their abilities. Any training offered to volunteers will be relevant to, and commensurate with, their volunteer work for Calderdale Valley of Sanctuary.

Insurance

Calderdale Valley of Sanctuary has extended public liability insurance which covers those carrying out activities on behalf of the organisation. If you are using a car on behalf of CVoS, the responsibility for insurance rests with the owner of the vehicle. If you wish to see a copy of the CVoS insurance policy details, please contact the Chair of Trustees.

Data Protection

At no time will we provide your details to a third party without your permission. You have the right to see any information about you that we hold in our computer database or paper index system. You have the right to challenge us about any information relating to you that we hold in our retrieval system and have it changed. You have the right to have your details removed from our retrieval system.

Grievance and Disciplinary Procedures

If there are difficulties encountered by a volunteer, this should be raised in the first case with the Volunteer Coordinator or the Membership Engagement Lead. Should the volunteer not feel comfortable speaking to either of these individuals, they are encouraged to contact the Chair of Trustees.

If it is felt that a volunteer is not performing their role satisfactorily or if there is a grievance issue with regard to a volunteer, the matter will be discussed with that person. Agreed measures will be put in place, and the situation will be reviewed again after a suitable period of time. If there are still grounds for concern, Calderdale Valley of Sanctuary reserves the right to ask the volunteer to stand down from their role.