



South Brent Old School Community Centre Volunteering Policy

Purpose of the volunteer policy

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. Matters in areas not specifically covered by the policy shall be decided by the trustees.

As a community-orientated charity, the goals of South Brent Old School Community Centre (SBOSCC) are best served by the active participation of people from the community. To this end, the organisation welcomes and encourages the involvement of volunteers at all levels in the organisation and within all appropriate programmes and activities.

Volunteers will be recruited, inducted and trained in the aims of the charity. Volunteers will behave in accordance with (and be subject to) all SBOSCC policies at all times while acting as a volunteer. For any unsupervised work volunteers must be over 18 years of age.

Special case volunteers

The charity may also accept as volunteers those participating in student community service activities, student intern projects and other volunteer referral programmes. In each of these cases, however, a special agreement must be in effect with the agency, school or programme from which the special case volunteers originate and must identify responsibility for management, safeguarding and care of the volunteers.

Definition of volunteer

A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement of expenses incurred in the course of his or her voluntary duties, performs a task at the direction of and on behalf of the organisation.

Volunteer rights and responsibilities

Volunteers are an important part of the Centre and are highly valued by its staff and users. As such, they have the right to:

- meaningful assignments;
- be treated as equal co-workers;
- effective training and supervision;
- full involvement and participation;
- recognition for work done.

In return, volunteers should agree to actively perform their duties to the best of their abilities, to treat others with courtesy and respect, not to disclose any confidential information, and to behave in accordance with the values, goals and procedures of the charity.

Volunteer Recruitment

Volunteers shall be recruited in line with the charity's Equal Opportunities Policy. The sole qualification for recruitment shall be suitability to perform a task on behalf of the charity. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering which will be later matched with a specific function. A volunteer must be officially accepted by the charity prior to beginning their volunteering. They shall work to an agreed role description that will specify the tasks involved.

Representation of the organisation

Volunteers are authorised to act as representatives of the organisation as specifically indicated within their role description and only to the extent of such description. Prior to any action or statement which might significantly affect or obligate SBOSCC, volunteers should seek prior consultation and approval from the manager or the trustees. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organisations, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as a volunteer, in accordance with the Privacy, Confidentiality and Data Protection Policy.

Maintenance of records

A system of records will be maintained on each volunteer, including dates of service, and duties performed. Volunteer personnel records shall be covered under the Privacy, Confidentiality and Data Protection Policy.

Health and Safety

Volunteers' roles will be subject to risk assessment and the activities of volunteers should accord with findings of any risk assessment.

Policy Review / Update Procedure

This Version Approved by Trustees:	June 2025
Next Review Due: This document should be reviewed every three years or: <ul style="list-style-type: none">• following any changes in relevant legislation or regulations, or;• when any incident has occurred or feedback reported relating to this policy.	June 2028
Version	1.0
Person(s) responsible for updating	Rik Meek, Sheila Alexander and Michelle Parton