



# Forest Voluntary Action Forum (FVAF)

## Volunteer Policy for Volunteers involved with FVAF

### About Forest Voluntary Action Forum (FVAF)

FVAF is a registered charity (no.1141126) and company limited by guarantee (no. 07557852) representing, promoting and supporting voluntary sector and community organisations in the Forest of Dean. FVAF comprises a Support and Development Agency for the Voluntary Sector, a Volunteer Centre and delivers a number of community projects.

The Volunteer Centre works in close collaboration with other Centres in the county to improve support services for volunteers within Gloucestershire.

FVAF will strive to initiate and support measures designed to encourage inclusivity in the volunteering field. The organisation has extensive experience of working with volunteers, and its own Trustees and Directors offer their services to the organisation on a voluntary basis. It is intended that, as appropriate, FVAF will offer volunteer opportunities in both the office supporting core work (administration, IT etc) and also to be involved in the community projects that FVAF delivers. Given that it is part of the FVAF remit to raise the profile of volunteering in the area and to promote good practice among organisations using volunteers it is clearly important that FVAF observes the highest standards when working with its own volunteers.

### Why do we involve volunteers?

- To increase our contact with the local community we serve.
- To benefit from the skills and perspectives volunteers bring with them.
- To offer our volunteers new skills and experiences.
- To ensure that our services meet the needs of those individuals and organisations we aim to support.

FVAF undertakes to observe the following principles in relation to its own volunteers:

### Recruitment

- Clear and accurate information will be provided about the nature of the volunteering opportunity.

- FVAF will aim to help any volunteer overcome barriers that may make it difficult for them to volunteer at FVAF.
- FVAF will aim to identify worthwhile and satisfying opportunities for volunteers and will adapt any opportunity to embrace the needs or skills of a particular volunteer wherever possible.
- FVAF will operate its Equality and Diversity Policy at all times in relation to both recruitment and support of volunteers.
- FVAF's volunteers will not be introduced to replace paid staff.
- FVAF will take up references for every volunteer.

## **Induction**

- All volunteers will be made welcome by FVAF staff.
- All volunteers will receive a structured induction period to familiarise them with FVAF's work in general and their own area of work in particular. Training will be offered where it helps them fulfil their role more effectively and as funds permit.
- FVAF will provide all volunteers with a Volunteer Agreement. This will be signed by the volunteer and the FVAF officer with designated responsibility for them. The agreement will include a Statement of Mutual Understanding on the principles, policies and practice of the organisation, a task description outlining the tasks the volunteer will be undertaking and a confidentiality clause confirming the importance of maintaining confidentiality.
- Copies of appropriate policies and procedures will be made available to the volunteer and clear explanations on each aspect of the Volunteer Agreement will be given.

## **Support and Supervision**

- All volunteers will receive regular support and supervision from a named member of FVAF's staff who will undertake to listen and respond to the individual volunteer's comments and needs and aim to help them overcome any obstacles they may encounter.
- Volunteers will be encouraged to participate in training where it will help them fulfil their role more effectively and will support their personal development.
- Volunteers' approved out-of-pocket expenses will be met by FVAF. Travel expenses will be met either by reimbursement of public transport fares or by a mileage allowance (payable at a rate set by the FVAF Management Committee).
- FVAF will ensure that volunteers are made aware of health and safety procedures and requirements, and will, as far as is reasonably practicable, provide a safe environment for all volunteers.

- FVAF will ensure that it has insurance cover for volunteers while they are on the premises or engaged in FVAF's work.
- Volunteers will be encouraged to express their views on matters concerning the organisation. Their opinion will be sought concerning any changes or developments which may affect them.
- FVAF will respect the confidentiality of any volunteers who help FVAF to provide its services and will not release any information about them without their agreement.
- FVAF will supply a reference for any volunteer seeking other voluntary work or paid employment.
- All volunteers will be introduced to staff members and to visitors to FVAF, made to feel welcome, valued for what they offer and thanked for the contribution they make to the organisation.

Forest Voluntary Action Forum  
Belle Vue Centre  
Cinderford  
Glos GL14 2AB  
01594 8322073  
contact@fvaf.org.uk

September 2014