

Kirkhill and Bunchrew Community Trust

Volunteering Policy

1. Introduction

The purposes of Kirkhill and Bunchrew Community Trust are:

To preserve, conserve, restore and improve the environment.

To advance citizenship and community development by the regeneration of Kirkhill and Bunchrew including the maintenance or improvement of the physical, social and economic infrastructure and by assisting people who are at a disadvantage because of their social and economic circumstances.

To advance education and in particular to promote opportunities for learning for the benefit of the general public.

To provide in the interests of social welfare facilities for recreation and other leisure time activity to the residents of Kirkhill and Bunchrew with a view to improving their conditions of life.

To provide or assist in the provision of housing for persons within Kirkhill and Bunchrew in necessitous circumstances and/or houses adapted to meet special needs of persons suffering from mental or physical disability, illness or impairment or old age.

To relieve poverty, particularly among the residents of Kirkhill and Bunchrew.

To promote, establish, operate and/or support other schemes and projects with wholly charitable purposes for the benefit of the Community and the public at large.

All the above can only be achieved through the involvement of members of the community giving their time, energy, skills and enthusiasm as volunteers. This volunteer policy sets out the principles and practice by which we involve volunteers. .

2. Principles

Kirkhill and Bunchrew Community Trust::

- a) Recognises that voluntary work brings benefits to volunteers themselves and to members of the broader community.
- b) Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the Trust's work.
- c) Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Kirkhill and Bunchrew Community Trust

Scottish Charitable Incorporated Organisation (SCIO) No. SC029389

Contact Address: 5 Newton Park, Kirkhill, Inverness, IV5 7QB

- d) Recognises that the management of volunteers requires carries responsibilities within specific Trust roles, particularly chair of the Trust Board and co-ordinators of the various Trust Groups.
- e) Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible.

3. Recruitment

Recruitment of volunteers will generally be from all sections of the community, and will be in line with the Trust's Equal Opportunities Policy.

People interested in becoming volunteers on a regular basis will be invited for an informal talk with the appropriate contact person, normally the chair of the Trust Board or the Group co-ordinator where this is appropriate.

Young people (aged below 18) and vulnerable adults are welcome to volunteer but they, or their guardians, and those volunteers working alongside them, must have read, and abide by, the Trust's relevant policies (Child Protection Policy, Policy on Protecting Vulnerable People and Safeguarding Policy).

4. Induction and Training

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.

5. Support

Volunteers will be assigned a named contact person who will provide support as required. In the case of Trust Board members, this will be the Chair of the Trust Board; in the case of volunteers working within Trust groups, this will be the Group co-ordinator, who will provide the opportunity for ongoing dialogue about the development of the volunteering role and any advice and guidance as needed.

6. The Volunteer's Voice

Volunteers will be consulted in decisions which affect them, for example in relation to the work of the Trust Group they volunteer with. Ensuring volunteers have a voice within Trust groups is the responsibility of the Group co-ordinator.

7. Expenses

KBCT will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses where these are incurred in relation to Trust activities. Expenses will not be paid for travel within the Trust area, or for loss of earnings due to participation in Trust activities.

8. Insurance

Volunteers will be covered by insurance while carrying out agreed duties.

9. Health and Safety

KBCT will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare during Trust activities. Risk assessments will be carried out in relation to the tasks involved and in relation to any special needs the volunteer may have.

10. Equal Opportunities

Volunteers and staff will work in accordance with the Trust's equal opportunities policy and will prevent discrimination on any grounds.

It is the policy of our Trust to operate within the principles of equal opportunity in all aspects of our work. This includes volunteer appointments and activities with members of the wider community.

We aim to ensure that no volunteer or member of the wider community receives less favourable treatment on the grounds of sex, age, disability, race, nationality, ethnicity, marital status, sexual orientation, class, political or religious belief.

We will ensure all those involved in the Trust's activities:

- Promote equality and do not participate in negative discrimination.
- Do not incite or attempt to incite others to practice direct or indirect discrimination
- Draw attention to any suspected discrimination or practices within the group to enable these to be dealt with appropriately.

We undertake to treat fairly all coming forward for volunteer positions within the Trust, and not to discriminate against them unfairly on the basis of conviction or other information revealed.

11. Problems

Volunteers have the right to discuss any concerns they may have with their named contact (normally the Group co-ordinator) at any time.

If the contact person is unable to resolve the problem they will refer the matter to the Board chair and ultimately the Trust Board, with the permission of the volunteer.

Adopted by the Board 25 September 2017