

Rite to Freedom – Volunteer Policy

Last update: 28.04.2023

Introduction

Rite to Freedom supports people in changing their lives through mentoring, self-empowerment, wilderness experiences and the power of personal stories.

In line with this mission Rite to Freedom seeks to involve volunteers to:

- ensure our services meet the needs of our clients
- provide new skills and perspectives
- increase our contact with the local community
- provide opportunities for project participants to become involved in the work of the organisation

Principles

This Volunteering Policy is underpinned by the following principles:

- Rite to Freedom will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Rite to Freedom's work
- Rite to Freedom does not aim to use volunteers to replace paid staff
- Rite to Freedom expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- Rite to Freedom 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.

Practice guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

Recruitment

All volunteer opportunities are currently open to those who have already participated in our programmes. Each volunteer will be supported to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Volunteer agreements and voluntary work outlines

Each volunteer will have a volunteer agreement establishing what Rite to Freedom undertakes to provide them and a written outline of the specific work they will be undertaking. This document is not a contract; Rite to Freedom has no intention of creating a contract with any volunteers. Each volunteer will also

receive a Volunteers Handbook along with going through Rite to Freedom's Health and Wellbeing Agreement.

Logging of hours

Rite to Freedom will provide a volunteer timesheet to keep a log of the hours each volunteer contributes. This data will be used to:

- Ensure the holistic health and wellbeing of all volunteers
- Volunteer supervision and training
- Evaluations and research
- Fundraising initiatives

All data will be used anonymously when publishing any findings or public disclosure.

Expenses

All volunteers are offered to have their travel and other expenses reimbursed, up to a maximum of £75 per weekend residential. Volunteers working a minimum of five hours per day will be able to claim expenses for lunch (for details see the Volunteer Handbook)

Induction and training

All volunteers will receive an induction into Rite to Freedom and their own area of work. Training will be provided as appropriate. Where possible volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

The volunteer's voice

Volunteers are encouraged to express their views and ideas about matters concerning Rite to Freedom and its work.

Insurance

All volunteers are covered by Rite to Freedom's insurance policy whilst they are engaged in any work on Rite to Freedom's behalf.

Health and safety

Volunteers are covered by Rite to Freedom's Health and Safety Policy.

Equal opportunities

Rite to Freedom operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

Problem solving

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about staff or volunteers.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff. Rite to Freedom's data protection policy covers this.

Monitoring

The policy will be reviewed every 2 years, or following changes in legislation or any other significant change or event.