

# ANDOVER TREES UNITED

## VOLUNTEER POLICY

### 1. Introduction

Andover Trees United recognises volunteers make an appropriate and significant contribution to the work and service objectives of Andover Trees United. We value and appreciate the full worth of all volunteers. This Policy sets out the principles, practices and procedures which Andover Trees United will follow in the appointment, management and control of volunteers.

Volunteers may be described as individuals who put their time, experience; knowledge and skills at the disposal of Andover Trees United, free of charge, with the primary aim of helping Andover Trees United bring benefit to the local community and groups it serves.

### 2. Policy Aim

- a) To actively support and promote volunteering within Andover Trees United
- b) To promote best practice throughout Andover Trees United, by providing a framework which sets out volunteers' and Andover Trees United's expectations, rights and responsibilities
- c) To ensure a consistent approach to the management and support of volunteer services within Andover Trees United
- d) To ensure that all volunteers are treated equally and fairly.

### 3. Principles

In appointing volunteers Andover Trees United will adhere to the following principles:-

- Volunteers will not be engaged in work which facilitates the loss of an existing employee's post
- Andover Trees United 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.
- All members of Andover Trees United are expected to work positively with volunteers and actively seek to involve them in their work
- For the avoidance of doubt, volunteers are not paid employees and it is not intended that they should be.

#### **4. Good Practice**

Andover Trees United aims to achieve best practice in all its endeavours and undertakes to ensure that:

- The recruitment of and/ or selection procedure for volunteers will be in line with Equal Opportunities methods
- The recruitment of and/ or selection procedure for volunteers follows guidelines for best practice by ensuring that, where appropriate to the position, all volunteers are interviewed, and that appropriate references are taken up. When a volunteer has been referred by or placed through another agency, Andover Trees United practice to interview and obtain independent references will, where appropriate to the position, still apply
- A clear definition is provided of what is expected from volunteers (*see p1 of this document – Introduction*)
- Volunteers are provided with the necessary skills to carry out their task through induction and on-going training
- Volunteers are recognised as equal partners in achieving the aims of Andover Trees United and that their contribution to the work is an integral part of the service
- Structure to the volunteer role is provided through regular supervision.

#### **5. Rights of Volunteers**

- To be respected and valued and know what their rights and responsibilities are
- To be provided with the necessary information to carry out their volunteering and to know what is expected of them and to perform with confidence. Training will be provided as appropriate
- To be given regular opportunities to review what they do and to feed back on progress, discuss future development and air any problems.
- To be provided with a safe working environment and be advised of their responsibilities with regard to any risk assessments
- Volunteers will be covered by Andover Trees United's liability insurance policies. Andover Trees United does not insure personal possessions against loss or damage
- Andover Trees United is committed to equal opportunities and believes that volunteering should be open to all regardless of age, gender, ethnicity, ability, religion and political beliefs. Volunteers will be

expected to have an understanding of and commitment to this policy and treat everyone with respect.

- Volunteers will be bound by the same requirements for Confidentiality as all ATU members
- Volunteers will be subject to both the Disciplinary and Grievance Policy.

## **6. Responsibilities of Volunteers**

- To carry out their agreed duties to the best of their abilities
- To work within the aims, objectives and values of Andover Trees United
- To work with agreed policies, codes of practice and guidelines as explained during the induction process
- To be honest and reliable


## **7. Termination**

The role and placement of a volunteer may be terminated by the Project Co-ordinator at one week's notice, or immediately, where behaviour considered as gross misconduct has occurred. In all cases the volunteer will be entitled to an explanation of the decision and action taken. The Project Co-ordinator will report any such termination to the Chair of the Trustees. Andover Trees United reserves the right to withdraw an offer of volunteering.

## **8. Monitoring and Review**

It will be the responsibility of the Trustees to regularly review the operation of Andover Trees United's Volunteer Policy to ensure that it is in accordance with Equal Opportunities

Signed:  (Safeguarding Officer & Trustee)

Signed:  (Projects Coordinator & Trustee)

Date: 24-05-23

Review Date: 01-04-24