

Friends of Sandall Park Volunteering Policy

Friends of Sandall Park (FOSP) aims to offer high quality services to the organisations and people it works with and for, and seeks to offer the support to enable its valued volunteers to work effectively and confidently to achieve the aims of the group.

Within the Organisation, some Volunteers have clearly identified roles, e.g. Chair; Secretary; Treasurer and Vice Chair. Other volunteers form the general Committee and may decide to become Trustees of the Charity.

FOSP values diversity and Volunteers working within FOSP will be required to operate to the organisations Equal Opportunities, and Child and Vulnerable Persons policy.

Volunteers are covered by appropriate insurance according to their roles whilst undertaking work on behalf of FOSP.

Expenses incurred on the business of the group can be reclaimed as agreed with the committee and/or the treasurer.

RECRUITMENT AND SELECTION

An induction pack will be made available to potential volunteers.

INDUCTION

Full information about the organisation and the role of volunteers within it will be available at the start of the volunteer's involvement.

CONFIDENTIALITY

Only relevant information should be requested from volunteers. Volunteers will be told why it is needed, and who has access to it. All information about volunteers will be kept in accordance with current data protection legislation and will be kept confidential. All volunteers working within the organisation must adhere to the Confidentiality policy and must agree to their details being kept electronically for administration purposes only.

INSURANCE

Copies of the relevant insurance documentation will be available for inspection by volunteers on request.

EXPENSES

Volunteers are entitled to claim expenses for items purchased in furtherance of the group's work.

This policy was agreed and accepted November 08