

Volunteer Policy



To be read in conjunction with:	<ul style="list-style-type: none">• Supervision policy• Expenses Policy
Date for review:	May 2021
Priority Policy?	
Seen by staff subgroup	19 th February 2018
Approved by BOT	22nd May 2018
Notes	

Head Office:- 22/23 Blayds Yard, Leeds LS1 4AD

www.mesmac.co.uk

Company Number: 2958336

Charity Number: 1040407

Statement On Why Yorkshire MESMAC Involves Volunteers

Yorkshire MESMAC believes that volunteers enhance the work that the organisation does on a daily basis. This may be through a range of activities from group facilitation to working with the counselling team. Volunteers bring their own experiences, skills and knowledge to the organisation that enriches the teams that they volunteer for. Yorkshire MESMAC believes that our work is best done in the communities that we support and that we can do this by involving members of those communities in our work.

Definition of Volunteering

Volunteering is an individual's commitment of time and energy to benefit the community. This can be a specific individual or a group. It is undertaken freely by choice, without concern for financial gain. A volunteer will be over the age of 16 and some roles will only be available to people after they reach the age of 18.

Scope of Volunteering

Volunteering should never replicate a paid role in the organisation, but should enhance what is offered by the organisation. Volunteers may wish to volunteer for a number of reasons including:-

- Social reasons
- To give something back
- To gain experience

Yorkshire MESMAC successfully uses volunteers in much of its work; however the organisation shouldn't be dependent on volunteer input.

Responsibilities of Yorkshire MESMAC towards Volunteers

Yorkshire MESMAC is responsible for the induction, support and supervision of volunteers. This means that Yorkshire MESMAC will:

- Ensure the advertising of volunteer opportunities reaches as many potential volunteers as possible
- Be robust in the matching of volunteers to appropriate volunteer roles, including providing feedback and/or support to those who are not yet ready to volunteer with us
- Provide a comprehensive induction that enables each volunteer to carry out the role which they have chosen in the organisation (including, but not limited to, the relevant policies and procedures)
- Provide a named person for each volunteer to report to/get support from
- Provide structured supervision to each volunteer at agreed time intervals appropriate to the role that they carry out

- Provide out of pocket expenses to volunteers when on Yorkshire MESMAC business
- Provide ongoing training appropriate to each volunteer's role
- Keep volunteer details confidential in line with Yorkshire MESMAC's Confidentiality and Data Protection Policies.
- To value and recognise the input that each volunteer has within Yorkshire MESMAC.

Responsibilities of Volunteers

Yorkshire MESMAC values the input of volunteers in the organisation, but also expects that volunteers will:

- Be committed to Yorkshire MESMAC's values and principles
- Abide by Yorkshire MESMAC's policies and procedures
- Seek support when needed
- Engage in the supervision process in an open and honest manner
- Be honest about their level of commitment to the service
- Submit out of pocket expenses etc in a timely manner
- Give as much notice of absence as is realistically possible
- Be honest about any specific needs they may have to enable them to volunteer
- Not put vulnerable adults and children at risk
- Not bring the organisation into disrepute

Should a volunteer be unable to abide by these responsibilities Yorkshire MESMAC will enquire about the reasons for this and offer appropriate support/signposting. If a volunteer is still unable to abide by the responsibilities they may be asked to step down from their role in the organisation.

Assessment and Matching Process

Volunteers should state their intention to volunteer with Yorkshire MESMAC by filling in an expression of interest form (either physical or online).

The form is the first part of the assessment and matching process. Yorkshire MESMAC may not have appropriate roles for all prospective volunteers at this point. Should this happen all prospective volunteers are entitled to feedback about the reason for this and, where possible, will be signposted to appropriate organisations for support and/or volunteering opportunities that meet their needs.

The induction is the next part of the matching process. The induction will set out Yorkshire MESMAC's key policies and ways of working. Only those who have completed an induction will progress to volunteering. Yorkshire MESMAC may not have appropriate roles for all prospective volunteers at this point. If this is the case, prospective volunteers will be offered feedback about why this is the case and, where possible, will be

signposted to appropriate organisations for support and/or volunteering opportunities that meet their needs.

Certain projects may require volunteers to carry out a shift under supervision or have a face-to-face meeting with a member of staff or volunteer mentor in order to establish the volunteer's suitability for a particular role.

Certain roles may require volunteers to undergo a DBS check and/or reference check.

Once a volunteer has completed this process and been introduced to their supervisor/mentor they may begin volunteering for Yorkshire MESMAC.

Yorkshire MESMAC does reserve the right to refuse an application to volunteer and/or to cease the volunteer's involvement at any point.