

Volunteer Policy March 2018

**INTRODUCTION TO THE POLICY**

1. Together for Change (TFC) is a charity with the aim of working with churches and multi-agency groups across the public and private sector in order to transform the communities of Coventry and Warwickshire.
2. The charity seeks to set up social enterprises and local projects that will support sustainable community transformation and tackle issues of systemic poverty.
3. In order to do this, TFC seeks to work in a strategic and coordinated manner with existing projects, sharing information and best practice.
4. TFC is a Joint Venture between the Diocese of Coventry and the Church Urban Fund which exists to serve the transformation of communities within Coventry and Warwickshire, in complete alignment with the Diocesan threefold Mission Purpose of:
   1. Worshipping God
   2. Making New Disciples
   3. Transforming Communities
5. **Recruitment of volunteers**

Volunteers are selected through the following process:

1. **Step 1**
   1. Those wishing to volunteer with TFC should be committed members and on the membership / electoral role of their church..
   2. Be committed to Coventry Diocese and in alignment with its mission purposes stated.
   3. Read through Volunteer Role Descriptions and then complete a Volunteer Application Form.
   4. Submit a DBS applications form if applicable.
   5. Submit a Coventry Diocese self-disclosure form
   6. Provide two references; these should include references from:
      1. The minister of your current Church.
      2. One character reference (not a member of your family).
   7. Discuss informally with a member of Together for Change staff the best possible areas of ministry for you and your suitability for those roles.
2. **Step 2**

After all necessary checks have been completed; prospective volunteers should:

* 1. Discuss the potential of volunteering in a particular area of the project with the Transforming communities Officer. A two-way discussion (which may take more than one meeting) would then take place about the role and its requirements.
  2. invited to observe the area of service within the projects and teams of the TFC, to check this is the area they wish to volunteer in.

1. **Step 3**
   1. Volunteers begin to serve in the particular area.
   2. All volunteers should undergo training via a process called L1, L2, L3, L4:-

L1: Volunteers first observe how things are currently done

L2: Volunteers start to help whoever is leading the area/activity/event.

L3: Volunteers start to take leadership responsibility for part of the work.

L4: Volunteers take leadership responsibility for the area and identify new people to train under the L1, L2, L3, L4 process. This enables positive succession planning and empowerment.

1. **Step 4**
   1. Volunteers are given additional training and support by their Team Leaders (or other delegated leaders).Induction into the particular area they will be volunteering in, including relevant policies (eg Health and Safety, Safeguarding).
   2. Regular supervision and support sessions.
   3. Positive feedback on their contribution.
   4. Opportunities for further relevant training (both internally and externally).
   5. Undergo Coventry Diocese Safeguarding training for adults and childrens work
2. **Confidentiality**

Volunteers are bound to the TFC’s requirements for confidentiality. Volunteers may be asked to sign a confidentiality document

1. **Changing or Ending of Volunteering**
   1. The volunteer and/or team leader should give reasonable notice if the role and placement of the volunteer are changing or ending.
   2. Should a volunteer’s behaviour be found to be totally unacceptable, the placement may be ended immediately. In all cases the volunteer will be entitled to an explanation of the decision and action taken. The Team Leader will report any such terminations to the TFC Chief Executive Officer.
2. **Expenses**

No expenses shall be incurred without express permission of the team leader. If the team leader is happy for the expense to be undertaken receipts must be produced in order for re-imbursement to take place.

1. **Insurance**

Volunteers will be covered by TFC employer’s/public liability insurance. All volunteers using their car for project activities should check with their team leader if they need business insurance beforehand.

1. **Health and Safety**

Volunteers will be instructed in Health and Safety matters as part of their induction process (see separate Health and Safety Policy).

1. **Training**
   1. Volunteers will be encouraged to receive further training to improve their skills.
   2. Most training is internally organised, but volunteers are also encouraged to adopt a ‘self-motivated learning’ approach to seeking external training relevant to their area of volunteering. Together for Change will make financial contributions to such external training on a case-by-case basis, agreed by their line management.
2. **Monitoring and review**

It will be the responsibility of the team leader to monitor and review the volunteers progress..