**Volunteer Policy**
*[Organisation name]*

1. **Introduction**

This policy outlines our organisation’s commitment to supporting and managing volunteers effectively. We recognise the valuable contributions volunteers make and aim to provide a positive and inclusive volunteering experience.

2. **Purpose**

* To define the principles and practices of volunteer involvement.
* To ensure volunteers are treated fairly and with respect.
* To provide clear guidelines on recruitment, support, and expectations.

3. **Scope**

This policy applies to all volunteers, staff, trustees, and anyone involved in our organisation’s activities.

4. **Volunteer Recruitment & Selection**

* Volunteers are recruited based on their skills, interests, and suitability for roles.
* We follow an inclusive approach, ensuring equal opportunities for all.
* References and background checks (DBS/PVG Scheme) may be required for certain roles.

5. **Induction & Training**

* Volunteers receive an induction to understand our organisation’s mission and values.
* Role-specific training is provided to ensure volunteers feel confident and prepared.
* Ongoing support and development opportunities are available.

6. **Roles & Responsibilities**

* Volunteers are expected to adhere to our organisation’s values and policies.
* A designated Volunteer Coordinator provides guidance and support.
* Volunteers are encouraged to share feedback and contribute to organisational improvements.

7. **Safeguarding & Health & Safety**

* Volunteers must follow safeguarding procedures to protect vulnerable individuals.
* Health and safety guidelines are provided to ensure a safe working environment.
* Risk assessments are conducted for volunteer activities.

8. **Expenses & Recognition**

* Volunteers may be reimbursed for reasonable expenses, such as travel costs.
* We recognise and celebrate volunteer contributions through events and awards.
* Volunteers are encouraged to share their experiences and achievements.

9. **Confidentiality & Data Protection**

* Volunteers must respect confidentiality and handle personal data responsibly.
* Data is processed in line with UK GDPR and relevant legislation.

10. **Problem Resolution & Complaints**

* Volunteers can raise concerns through a clear complaints procedure.
* Issues are addressed fairly and promptly to ensure a positive volunteering experience.

11. **Policy Review & Updates**

This policy will be reviewed annually to ensure it remains effective and relevant.

This template provides a strong foundation for managing volunteers effectively. If you’d like help tailoring it to your organisation’s specific needs, just let me know!