

The Bosco Centre	
Policy:	Volunteer Management Policy
Applies to:	College, Nursery & Youth clubs
Reviewed:	October 2019
Next Review:	October 2020

The organisation welcomes the work of volunteers and values their contribution highly

Purpose

The purpose of this policy is to ensure that volunteers working within the organisation participate in a manner that is safe, significant, fulfilling and appreciated.

Policy

- All volunteers shall be treated with respect and with gratitude for their contribution
- Volunteers shall be employed at the discretion of the management of the organisation
- Volunteers shall carry out duties assigned by the management of the organisation
- All volunteers shall be as far as possible protected from harm and shall be relieved of liability for acts performed in the discharge of their volunteer functions

Responsibilities

It is the responsibility of the CEO/Manager of the organisation to appoint a Volunteer Coordinator.

The Volunteer Coordinator shall be responsible for organising the recruitment, training and supervision of volunteers. The Volunteer Coordinator shall report to the President/CEO/Manager

The Volunteer Coordinator shall assign supervisors to volunteers and shall monitor the work of the supervisor

The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately

The CEO/Manager shall report to the board regularly on the organisation's volunteer program

Procedures

Recruitment

All volunteers are subject to the screening, approval and probationary procedures set out in the appropriate section of the organisation's Safer Recruitment Policy and Staff Handbook.

Recruitment of volunteers shall take into account the organisation's commitment to cultural diversity and anti-discrimination.

All volunteers shall be subject to an enhanced DBS check and shall not start working with the Organisation until this is completed.

Induction

All volunteers shall be offered appropriate information and training to discharge their functions and successful completion of this training shall be a condition of carrying out these functions

Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions
Reimbursement

All volunteers shall be reimbursed for all approved expenditure incurred in the exercise of their functions
Dispute resolution

All volunteers shall be entitled to appeal to the procedures set out in the organisation's Complaint Handling Policy

All volunteers shall receive appropriate supervision in the exercise of their functions