

Dealing with Volunteers - Policy

Introduction

Parish Nurses are registered nurses who are employed or appointed by the CIO to lead whole person health ministry. Parish Nursing Ministries UK is a charity that provides training, coordination and resources to help and support this practice. This policy is a model that could be adapted to local requirements and adopted by the local church.

Policy aims

- To encourage all volunteers to share their gifts and talents, within and beyond the Organisation.
- To ensure that volunteers are adequately resourced and supported to fulfil the duties they take on.

Scope

This policy applies to Churches in Croxley Green CIO and any projects and services it provides. It applies to all who volunteer services to others and to their leaders and mentors.

Principles

Churches in Croxley Green CIO recognises that volunteering is helpful not only to the clients volunteers serve, and the staff they support but it should also be beneficial to the volunteer, providing opportunities for personal development and fulfilment. Volunteering may enable people to use skills they have already developed but no longer wish or are able to use in paid work and/or to develop skills and experiences which they may find helpful in future employment. Nothing in this policy should detract from the day to day support church members give to one another as members of the church family, without seeking any recompense.

Policy

1. Volunteers will come on the recommendation of the church or by self-referral from the local community. They will be recruited under the parameters the Recruitment Policy and will be interviewed in order to ascertain their suitability. DBS checks will be carried out on all volunteers who are likely to be alone with clients whilst carrying out their duties.

2. Each volunteer will be personally responsible for undertaking only work that is within their level of competence and available time and resources.
3. Volunteers must complete an application form, providing references, relevant personal details and identifying skills and availability.
4. Volunteers who are registered to particular projects will only be required to carry out work in accordance with the time they have agreed and the skills they have offered.
5. Each volunteer will have a named project supervisor and will be given a job description and a volunteer agreement setting out their rights and responsibilities.
6. Project supervisors will be required to monitor use of registered volunteers' time and skills, and to ensure that they are adequately supported and resourced.
7. Volunteers must only undertake project work that they have agreed with the relevant project supervisor. This will be specified in care or service plans. Once agreed, such work may not be delegated to another person/s without the prior agreement of the project supervisor.
8. Volunteers must undertake work they have agreed to do and if unable to do so, must inform their supervisor as soon as possible, in order that alternative arrangements can be made with the client.
9. Volunteers must work in accordance with any Codes of Practice established by their professions and/or the project for which they are working.
10. Volunteers will be provided with regular supervision and appraisal. A training plan will be developed for volunteers.
11. Volunteers should not accept tips or gifts for work undertaken in respect of their project. Donations made to the organisation may be accepted and a receipt given.
12. Churches in Croxley Green CIO will provide volunteers with out-of-pocket expenses, materials and equipment required to undertake work within their project.
13. Volunteers will be covered under Churches in Croxley Green CIO employer liability insurance.

Methods of distribution.

Copies should be made available to all those working in any capacity on behalf of the charity

Review dates: July 2018, April 2019, February 2022