

## STRUGGLES 2 SMILES CIO

### Volunteering management policy

#### Purpose:

The purpose of this policy is to establish guidelines for the management of charity volunteering in order to ensure that the charity is able to effectively utilise the skills and time of its volunteers.

#### Scope:

This policy applies to all volunteers who are engaged in charity work for the organisation.

#### Policy:

##### 1. Volunteer Recruitment:

- a. The charity will recruit volunteers through various channels, including social media, community outreach, and word-of-mouth referrals.
- b. The charity will ensure that all volunteers are provided with a clear understanding of their roles and responsibilities, as well as the expectations of the organisation.
- c. The charity will ensure that all volunteers are provided with a DBS Check and appropriate training and support to perform their roles effectively.

##### 2. Volunteer Management:

- a. The charity will maintain accurate records of all volunteers, including their contact information, skills, and availability.
- b. The charity will ensure that all volunteers are assigned roles that match their skills and interests.
- c. The charity will provide regular feedback to volunteers on their performance and progress.
- d. The charity will ensure that volunteers are recognized and appreciated for their contributions to the organisation.

##### 3. Volunteer Safety:

- a. The charity will ensure that all volunteers are provided with a safe working environment.
- b. The charity will provide appropriate training and support to volunteers to ensure their safety.

c. The charity will provide volunteers with appropriate insurance coverage.

4. Volunteer Code of Conduct:

a. The charity will establish a code of conduct for volunteers that outlines the expected behaviour and standards of conduct.

b. The charity will ensure that all volunteers are aware of the code of conduct and understand the consequences of violating it.

c. The charity will take appropriate action in the event of a violation of the code of conduct.

5. Volunteer Termination:

a. The charity reserves the right to terminate the services of any volunteer who violates the code of conduct or fails to meet the expectations of the organisation.

b. The charity will provide volunteers with appropriate notice and an opportunity to respond before terminating their services.

c. The charity will maintain accurate records of all volunteer terminations.

Conclusion:

This policy provides guidelines for the effective management of charity volunteering. The charity will ensure that all volunteers are provided with a DBS Check and appropriate training, support, and recognition for their contributions to the organisation. The charity will also ensure that all volunteers are provided with a safe working environment and adhere to the code of conduct.