



**THE RELIGIOUS SOCIETY OF FRIENDS
(Quakers) IN BRITAIN**

**THE SOUTHERN MARCHES AREA QUAKER MEETING
CYFARFOD CRYNWYR RHANBARTH Y GORORAU
DEHEUOL**



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The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.

Volunteer Policy

Date Agreed by Trustees 26 November 2020

Date accepted by SMAQM in session 11th September 2021

Date for Review: November 2023

This policy should be read in parallel with:

- Sections 23.64, 23.65, 32.66 of QF&P
- SMAQM Disability Policy
- SMAQM Health and Safety Policy
- SMAQM Equal Opportunities Policy
- SMAQM Safeguarding Policies and Procedures
- SMAQM Risk Register
- The Quakers Employer's Resource, which can be accessed through <https://www.quaker.org.uk/our-organisation/quaker-roles/employers-wardens#heading-1>

The policy should be reviewed and, revised if need be, every three years.

The SMAQM Trustee to whom concerns may be reported if not addressed more locally is: (name)

INTRODUCTION

The Volunteering Policy is underpinned by the following principles:

- Southern Marches Area Quaker meeting ("SMAQM") will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to SMAQM's work and witness.

Volunteer policy	November 2020	Jeff Beatty
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- SMAQM expects staff to work positively with volunteers at all levels and where appropriate actively seek to involve them in their work.
- Volunteer involvement and time commitment will vary according to individual projects. All volunteers however, will be treated equally by Friends, employees and volunteers alike, during the duration of their voluntary engagement.
- SMAQM recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing relevant training for them to do their voluntary work effectively.
- All volunteers to be treated equally and in line with guidance outlined in this policy.

Each Meeting, which has volunteers integrated into it will have a Friend nominated as volunteer co-ordinator. Management, supervision, support and training of volunteers are the responsibility of each volunteer co-ordinator. Individual volunteer co-ordinators are responsible for ensuring that volunteers are aware of their rights and responsibilities. (A list of Volunteers' Right & Responsibilities is attached as Appendix2).

DEFINITION OF A VOLUNTEER

For the purposes of this policy

A volunteer is defined as any individual who willingly gives their time, energy and skills, without payment of wage or salary, for the benefit of both themselves, SMAQM and to the good of the community.

Volunteers are people specifically recruited as volunteers, through a process that is open to all, and not restricted to Members and Attenders of the Religious Society of Friends. (For some voluntary roles, there may be a requirement for knowledge and understanding of Quakers, which may effectively restrict recruitment to Members and Attenders. This requirement should be applied sensitively.)

Members and Attenders appointed to roles through our Quaker nominations process, and Quakers giving service as part of their Quaker commitment, are not volunteers for the purpose of this policy.

Members, Attenders or others, who undertake voluntary tasks on an occasional or informal basis, are not covered by this policy.

VOLUNTEER RECRUITMENT

An underlying principle adhered to by SMAQM is that everyone has a right to apply to become a volunteer. Recruitment should aim to attract volunteers that are representative of the wider community's cultural and ethnic balance.

All prospective volunteers will be interviewed initially by the volunteer co-ordinator for the Meeting or Committee seeking volunteer services. All appointed volunteers will be required to fill out an appropriate registration form, during an informal interview. All volunteers must agree to adhere to the policies and procedures associated with projects in which they participate.

The QER document to be found in the web material referred to at the start of this policy is very helpful here. <https://www.quaker.org.uk/our-organisation/quaker-roles/employers-wardens#heading-1> As it is in respect of all the sub-sections that follow.

EQUAL OPPORTUNITIES AND DIVERSITY

All volunteers must operate within the context of SMAQM's Equal Opportunities Policy.

TASK OUTLINES

All volunteer co-ordinators must provide volunteers with written Task Outline(s); these should clearly define the role(s) to be carried out.

A volunteer need not necessarily be restricted to a single task. In the interests of the volunteer, service users and SMAQM, a volunteer should, if they wish, be allowed to undertake other clearly defined tasks. For additional tasks, written Task Outlines should be provided. All tasks carried out by

the volunteer must not be as a substitution for a paid employee.

Tasks may be subject to amendment and volunteers' advice should therefore, be sought as appropriate.

INDUCTION, SUPPORT AND TRAINING

Projects should ensure that each volunteer receives a thorough induction to the organisation as well as to individual projects. All volunteers must receive sufficient relevant training to fulfil their role and be encouraged to undertake further training appropriate to their roles.

Volunteer co-ordinators should offer consistent support, encouragement, guidance, relevant training for the role, and regular informal supervision sessions. If a volunteer has an issue they wish to raise, they may talk to the volunteer co-ordinator or another member of SMAQM, possibly the person named to give support (Appendix 2), when they have the opportunity, or mention it in their supervision sessions.

INSURANCE, HEALTH AND SAFETY

All volunteers to be covered by SMAQM's Public Liability Insurance plus any other insurance policies appropriate to projects.

SMAQM commits to ensure that all volunteers are informed of Health & Safety practices and procedures. These should be included as part of each volunteer's induction process.

VOLUNTEER EXPENSES

All volunteers will be entitled to reimbursement of reasonable out of pocket expenses upon receipt of proof, but are not entitled to receive any other money.

GRIEVANCE

Any volunteer may report a grievance.

HOLIDAYS OR SICKNESS

To assist SMAQM in providing appropriate cover for tasks, volunteers will be asked to inform SMAQM of any sickness or other absence and give notice of holidays.

DISCLOSURE AND BARRING SERVICE (DBS) & EX-OFFENDERS

As an organisation using the Disclosure and Barring Service (DBS) to assess volunteers' suitability for positions of trust, SMAQM complies fully with the DBS Code of Practice. A disclosure is only requested if it is both proportionate and relevant to the voluntary role concerned. For those positions where a Disclosure is required, it will be stated clearly in the role description that a Disclosure will be requested in the event of the individual wishing to volunteer in that role.

Unless the nature of the position allows SMAQM to ask questions about a volunteer's criminal record, we shall only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview we shall ensure that a discussion takes place on the subject of any offences, or other matter that might be relevant to the voluntary role. Failure to reveal information that is directly relevant to the role, could lead to withdrawal of an offer of a voluntary placement.

SMAQM makes every subject of DBS Disclosure aware of the existence of the DBS Code of Practice and will make a copy available on request.

SMAQM undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of a voluntary placement.

Having a criminal record will not necessarily bar a person from volunteering with CEAQM. This will

depend on the nature of the role and the circumstances and background of the offences.

VOLUNTEER RECORDS

Volunteer records should be kept in a safe and secure environment.

Once a volunteer has left SMAQM, relevant information will be archived in a secure location and will be kept for three years.

This policy applies to those volunteers who are appointed in a voluntary capacity within SMAQM Meetings, Committees and Projects.