

Teens Unite Volunteering Policy

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Register Charity Number:1118361 Company Registered in England: 6111574

Teens Unite Fighting Cancer Volunteer Policy

Teens Unite values the relationship it has with its volunteers and works hard to ensure the recruitment and retention of a community of high performing volunteer members who are engaged with and committed to the Charity and its work.

1. Volunteer Recruitment

Word of mouth recommendations and personal approaches are the most likely means of volunteer recruitment. However, the charity also utilises their website, posters, social media to promote.

Once an interest in Volunteering is expressed to Teens Unite Fighting Cancer either by email, phone or in person, a welcome email and call are made to the volunteer, followed up by Teens Unite information and volunteer agreement pack. This includes an equal opportunity form and a self-disclosure form.

The next step is to meet and assess the suitability of the volunteer to the various volunteer roles.

Where volunteer duties require, DBS checks are carried out.

2. Volunteer Tasks

Volunteers' areas of skills, talents, interests, and expectations will be taken into account when designating appropriate tasks in the Charity. If possible, there will be opportunities for personal development for volunteers, as long as such developments also contribute to and facilitate organisational development and are in the best interest of the charity.

There is no request for volunteers to have any particular professional, technical or other qualifications.

3. Volunteer Status

While volunteers are not paid a salary, only expenses, the Charity will treat volunteers as fairly and equally as it treats its paid staff.

4. Support for Volunteers

Volunteers are offered:

- reasonable out-of-pocket expenses, including travel expenses
- training and supervision
- dedicated support from a Teens Unite member of staff
- an opportunity to feed into staff discussions on an equal basis
- information and access to relevant reference materials
- access to appropriate online training via a corporate partner
- information on when and where to pass on information (see Safeguarding policy)
- opportunities for social contact with staff, beneficiaries and other volunteers
- a reference, if requested
- access to the Chief Executive Officer who has ultimate responsibility for the volunteers, and to whom recommendations for any necessary amendments to the Volunteers Policy are made.

Teens Unite is committed to providing adequate support to all its volunteers.

5. Confidentiality

Please refer to Teens Unite's Confidentiality Policy, in which there are sections relating to the different parts of the organisation, within which the volunteer might be placed. This policy also explains about the handling of personal details.

Volunteers are not normally permitted to speak to the press or to communicate with any other media on matters which directly relate to the affairs of the Charity.

6. Monitoring and Evaluation

The contribution and impact of the volunteer will be measured, as part of the review of the whole organisation.

In supervision, volunteers will be encouraged to develop self-evaluation skills.

Measures against which Teens Unite will be assessed for being effective in its involvement with volunteers are: -

- volunteer felt valued - felt listened to, and treated on equal basis with paid staff, and by being reimbursed for expenses
- volunteer was clear about task(s)
- understood the organisation's structure and objectives.