



VOLUNTEER POLICY

Introduction

IARS recognises that there can be situations in which volunteers, work placements and interns can make an appropriate and significant contribution to the work and objectives of the organisation. This policy sets out the principles, practices and procedures which IARS will follow in the appointment and management of volunteers.

Definitions

1. Volunteers

Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its charitable objectives of serving the wider community.

2. Interns and work placements

Volunteers are not the same as work placements and interns who may be described as those where the primary aim is usually to obtain work experience or to carry out work or research in specific areas for a short period of time.

This policy applies to volunteers and work placements/ interns.

a. Principles

IARS will not engage volunteers in work that leads to the loss of existing paid posts, nor will it take on volunteers for any roles which were carried out by employees whose posts have been deleted (within the past two years). Volunteers will not be used to do the work of employees during an industrial dispute. Current IARS employees will not be engaged as volunteers within the organisation.

b. Recruitment of Volunteers

Volunteers will be recruited through the following process:

1. The Line Manager will agree a Role Description, outlining the specific tasks, responsibilities and reporting lines of the volunteer; terms and conditions including the duration, hours, expenses and a Person Specification, outlining the relevant experience, skills, knowledge, abilities and equal opportunity awareness necessary to carry out the role effectively.
2. The prospective volunteer will be invited to a meeting with the Line Manager and another member of staff for a discussion of the proposed role using the Role Description and the Person Specification. IARS representatives will make a decision within one week regarding offering the individual the role.

3. If the volunteer wishes to accept the placement a reference from a suitable person (excluding relations) attesting to their character and suitability for the position must be supplied.
4. Prior to their placement, a volunteer shall be allocated to an employee who will manage and supervise them.
5. Each volunteer will receive:
 - A planned induction to IARS
 - Regular supervision sessions
 - Feedback on their contribution
 - Adequate accommodation and equipment to perform their tasks effectively
 - An exit interview to assess their learning and review changes for future volunteers

c. Equal Opportunities

In accordance with IARS' Equal Opportunity Policy, volunteer placements at IARS will be open to individuals irrespective of race, gender, age, disability, sexual orientation, religion or belief, personal circumstances or lifestyle. The Role Description and Person Specification must set out the equal opportunity requirements of the role. Where a volunteer demonstrates hostility to, or a clear lack of support for the equal opportunity policy, s/he will be deemed unsuitable for a position at IARS.

d. Conditions for Volunteers

Notice

During a volunteer placement notice of termination of the placement can be given at any time by either the volunteer or IARS' Director. However, both the volunteer and IARS will aim to give one week's notice if possible (except where the volunteer's behaviour is equivalent to gross misconduct in which case immediate notice will be given by IARS).

Discipline and Grievance

Volunteers will not be subject to IARS' disciplinary procedures nor will they have access to IARS' grievance procedures. However, volunteers will be entitled to report any concerns or complaints to the Director. Where appropriate, the complaint will be investigated fully by the Director (or the Chair if the complaint regards the Director).

Expenses

Volunteers will be entitled to travel and lunch expenses as agreed in the role description.

Insurance

Volunteers will be covered by IARS' employer's public liability.

Training and Involvement

Where a volunteer is at IARS on a daily basis s/he will be included in general staff activities, such as the monthly staff meetings. Such volunteers will also be entitled training courses, subject to the availability of funding.

Name of volunteer	Date	Project
On behalf of IARS	Date	Post