

<h1>Volunteering Policy</h1>	 <p><b>KINROSS-SHIRE VOLUNTEER DRIVERS</b></p>
------------------------------	--

## Introduction

**Kinross-shire Volunteer Drivers (KVD)** exists to involve people effectively in volunteering to help solve real problems and enrich communities.

It does this by:

- Working with volunteers
- Helping people who might otherwise have found themselves excluded to take part in the community.

KVD is committed to involving volunteers directly within the organisation to:

- Contribute to the delivery of our services
- Form our board of management
- Make sure we are responsive to the needs of our users
- Offer opportunities for participation by people who might otherwise be excluded.

This volunteer policy sets out the principles and practice by which we involve volunteers. The volunteer pack gives further details about the support and procedures in place for volunteers.

## Principles

KVD

- Recognises that voluntary work brings benefits to volunteers themselves and to service users.
- Will ensure that volunteers are properly integrated into the organisations structure.
- Expects that the co-ordinator will work positively with volunteers.
- Will identify and cover the costs of involving volunteers
- Recognises that the management of volunteers requires designated responsibilities within specific posts.
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible.

## Recruitment

Recruitment of volunteers will generally be from all sections of the community, and will be in line with the KVD Equal Opportunities Policy.

People interested in becoming volunteers with KVD will be invited for a formal talk with the appropriate contact person. They will be given an information pack including general information about the group and specific information on the volunteer post in which they are interested.

All volunteers will be asked to complete a simple registration form appropriate to the role that they are applying for and to supply two references. Where applicants are not accepted in the role applied for, they will be provided with feedback and given the opportunity to discuss alternative volunteering roles within KVG&ROS and given information about other volunteering opportunities in the community.

This information will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for voluntary work.

### **Volunteer Agreements and Voluntary Work Outlines**

Volunteers will receive a job description and volunteer agreement containing full information about their chosen area of work and a clear idea of their responsibilities and the volunteer's responsibilities to them.

### **Induction and Training**

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.

### **Support**

Volunteers will be assigned a named contact person who will provide regular support.

### **The Volunteer's Voice**

Volunteers will be consulted in decisions which affect them. KVD is committed to developing consultation and representational procedures for volunteers.

### **Records**

Minimum details will be kept on volunteers. This will include the registration form, references, placement details, emergency contact details, correspondence and any other relevant information in accordance with KVD confidentiality policy.

### **Expenses**

KVD will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.

### **Health and Safety**

KVD will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare are in accordance with the Health & Safety policy.

### **Problems**

KVD has a policy to help deal with grievances that volunteers may have. In line with this policy volunteers have the right to discuss any concerns they may have with their named contact at any time. If the contact person is unable to resolve the problem they will refer the matter to the Chairman of KVD and ultimately the Trustees.

### **Endings**

When volunteers move on from their role at KVD they will have the right to request a reference.

### **Monitoring and Evaluation**

KVD will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.

This policy will be reviewed bi-annually.