
VOLUNTEER POLICY AND PROCEDURE

1. Policy Statement

- 1.1 Essex Gay Men (EGMI) does not employ paid staff and believes its mission is best served through engaging volunteers from diverse backgrounds with skills which meet the needs of LGBT communities in Essex.
- 1.2 Volunteers will be provided with high quality opportunities to give their free time, learn new skills, broaden experience and meet like minded people committed to EGMI's ethos.
- 1.3 EGMI is committed to developing a diverse and inclusive organisation where volunteers are valued and treated fairly and consistently. All volunteers will receive induction, support and training.
- 1.4 EGMI is committed to involving volunteers and developing good volunteering practice in the LGBT voluntary sector.

2. Procedures

2.1 Recruitment process

- 2.2 All volunteer roles will be publicised widely. Applicants will be asked to complete an application form (appendix 1) or opt to submit information on line or by telephone. All opportunities will include a role profile and skills needed.
- 2.3 EGMI will meet all prospective volunteers. This will provide an opportunity to discuss with the applicant what they can contribute and how their skills and motivations can best be utilised.
- 2.4 Where the potential volunteer and EGMI are interested in pursuing the application, the applicant will be asked to complete a registration form (appendix 2), nominate two referees and provide ID and proof of address. EGMI will allow applicants to request appropriate letter head to contact referees.
- 2.5 Some roles may require enhanced criminal record checks or registration through the Independent Safeguarding Authority (ISA). Applicants will be advised at interview whether these checks or registration are required.
- 2.6 Applicants will not commence roles until suitable references, CRB disclosures* and ISA clearance* are received. (*where applicable) Any difficulties will be discussed with applicants and alternative opportunities considered. Applicants may wish to consult with their local volunteer centre or NACRO's Ex Offenders Helpline Tel. 0800 0181 259

3 Volunteer agreements and role outlines

3.1 All volunteers will be issued with a Volunteer Handbook and Volunteer Agreement (Appendix 3) which outlines the volunteering role and support EGMI endeavours to give. Neither of these documents is a contract and may be cancelled at any time by the volunteer or EGMI.

3.2 Volunteers will also be issued with EGMI's Code of Conduct which must be adhered to at all times.

4. **Support**

4.1 Every volunteer will have a named contact person responsible for supporting them. All volunteers will receive an induction covering:

- The role of the volunteer
- EGMI organisational structure and contacts
- Copies of policies e.g. Confidentiality, Health & Safety & Equal Opportunities
- Essential procedures.

4.2 Volunteer will be invited to give feedback about the induction (Appendix 4).

4.3 Review meetings will be arranged over a 3 month induction period –more frequently at the start (Appendix 5). These meetings give an opportunity for discussion about whether role meets the volunteer's expectations, further support and future direction.

4.4 After the induction period, where both EGMI feel arrangements are mutually beneficial, volunteers will receive reviews between 2 month and 6 monthly intervals. These meetings give an opportunity for EGMI to feedback progress and for volunteers to discuss future developments and raise any issues.

4.5 EGMI will reimburse reasonable 'out-of-pocket' expenses (Appendix 6) as outlined in EGMI's Volunteer Handbook.

4.6 EGMI will provide references for volunteers for the purposes of further education or employment.

6. **Recognition and involvement**

6.1 EGMI will seek to involve volunteers in its future development and will review the effectiveness of this policy regularly.