



Early Learning and Childcare Centre

## **VOLUNTEER POLICY**

Ferryfield recognises that Volunteer help can make an appropriate and significant contribution to our work and service.

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 service objectives and / or with the primary aim of bringing some benefit to the local community. In this sense, Volunteers are to be distinguished from students, other work placements and seconders, where the primary aim is usually for them to obtain certain work experience or to carry out work or research in certain areas.

### **Principles**

- In appointing Volunteers, Ferryfield will adhere to the following principles:-
  - Volunteers will not be engaged in work which facilitates the loss of an existing employee's post, nor on any tasks or projects which (within the past two years) were done by paid employees whose posts have since been deleted.
  - Volunteers will not be used to do the work of paid staff during an industrial dispute.

### **Expenses**

- Volunteers may not receive payment for any reason.
- Out of pocket expenses may be reimbursed if a volunteer has been asked to represent Ferryfield at an event or meeting.

### **Insurance**

- Volunteers will be covered by Ferryfield employers public liability, professional indemnity where appropriate, and personal accident insurance.

### **Training and Involvement**

- Volunteers are expected to be involved and included in general staff activities, such as staff meetings.
- Volunteers are entitled, subject to availability, to undertake training courses relevant to their work with Ferryfield.

Adopted by the Committee .....

Date .....

August 2016