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**Date approved by Board: 25th September 2024**

**Signed: Rev. Dr Andrew Knight (Chairman)**

**Date for next Review September 2026**

**GUIDANCE ON VOLUNTEERING**

A volunteer is anyone who freely chooses to undertake work in a particular setting through the giving of their time, skills and experience without financial remuneration beyond possible reimbursement of out of pocket expenses. It is work undertaken by choice and is unpaid.

TLT recognises that the community work that we encourage and support within churches and other community organisations is largely fulfilled by volunteers and would therefore wish to promote good practice in working with volunteers.

We recognise that volunteers, in their diversity of age, experience and cultural background bring to the work of TLT’s projects a value which adds to our understanding of an effective response to local needs.

We believe that the relationship between volunteers in TLT and the organisations we work with should be one of mutual respect, responsibility and commitment.

**Principles of good practice**

In supporting and encouraging community work involving volunteers we will promote the following principles of good practice:

* Organisations should adhere to their Equality and Diversity Policy when recruiting and selecting volunteers. The process should include a formal application, interview and seeking references.
* Volunteers who are to work with children and/or vulnerable adults, should be recruited following local safeguarding policies, which will include requiring a DBS disclosure at an appropriate level.
* All volunteers should be made aware of their organisation's Safeguarding Policy, and the designated person responsible for safeguarding within that organisation and to whom any concerns or incidents can be reported*.*
* Volunteers should be designated a line-manager or coordinator. They should be afforded an appropriate induction process and should have an opportunity to review their role, express concerns, or note changes to the role with their line-manager or coordinator at appropriate intervals.
* Roles and tasks should be clearly defined so that all concerned with volunteers’ activities are sure of their respective roles and responsibilities.
* Volunteer roles should complement, not replace, the work of paid staff.
* Volunteers should be given clear information about what expenses can be claimed and how to make a claim.
* Information relating to the volunteer’s name, address and personal and emergency contact details should be recorded and held securely.
* Volunteers should be given information on legislation and other policies which may affect them e.g. Health & Safety, Confidentiality and Equality and Diversity. In these respects, volunteers will be treated in the same way as staff for liability purposes.
* Volunteers should be offered access to appropriate training, some of which may be organised by TLT, to enable them to develop further their capabilities and competence in relation to their volunteering role.
* Volunteers should be shown appropriate recognition and appreciation for their work

This Guidance will be reviewed in 2 years

**September 2024**