

Friends of Eastwood Park, Hasland

Volunteer Policy

Members of the Friends of Eastwood Park, Hasland are all volunteers. However, on occasions such as specific events e.g. Gala Day 'external' volunteers from a variety of organisations may be included in the management team of the day. This policy aims to clarify the role and responsibilities appertaining to these volunteers.

Induction: A brief outline of the history and current status of the Friends of Eastwood Park, Hasland would be given, verbally, to volunteers. Volunteers would be signposted to the Friends website for further information.

Recruitment: Volunteers could be recruited through a variety of organisations. The nature of the work would not require DBSs. Verbal interviews would be conducted. Appropriate roles would be negotiated and support given to negate any volunteer being seen as unsuitable.

Volunteer Roles: These would be agreed once a volunteer was identified and would be based on their skills and interests as well as the need of the event.

Induction and Training: This would be provided by committee members at the time of the event. Volunteers would be supervised and offered ongoing support throughout their attachment.

Expenses: The Friends of Eastwood Park, Hasland would offer basic out-of-pocket travel expenses and suitable light refreshments during an event.

Supervision and Support: The Chair of The Friends of Eastwood Park, Hasland would be the volunteer's main supervisor but other committee members and sub-committee members may be delegated to work with the volunteers depending on the particular role(s) undertaken. This would be negotiated with the volunteer.

Insurance: Event Insurance is in place to cover all volunteers as required by CBC.

Equal Opportunities and Diversity: The Friends of Eastwood Park, Hasland's membership is open to any resident of the borough of Chesterfield. Volunteers, recruited for a particular event, would not need to be a resident of the Borough of Chesterfield but the general principle of inclusivity would apply. See the Equality and Diversity Policy.

Health and Safety: In accordance with the requirements of CBC a full Risk Assessment is carried out and published for each event.

Grievance and Safety: Volunteers would be encouraged to speak with the Chair of The Friends of Eastwood Park, Hasland and/or their delegated supervisor at the onset of any concern. The matter would be dealt with swiftly and sympathetically. A report would be published to the organisation who signposted the volunteer to The Friends of Eastwood Park, Hasland.

Confidentiality: All matters relating to volunteers would be dealt with in the strictest confidence.

This policy was agreed by The Friends of Eastwood Park, Hasland General Management Committee on 17th September 2019

It will be reviewed annually or more frequently as required under law.