



Inclusive Church: Volunteer Policy

1 INTRODUCTION

- 1.1 The volunteers working for Inclusive Church are a major resource, the largest proportion of our staff, and make a vital contribution. We intend to encourage, develop and support volunteer involvement in our work. In doing so, we recognise that the roles of volunteers will complement and not replace the roles of paid employees.
- 1.2 The time, energy and skills offered by our volunteers benefit our work and help us to achieve our current goals and plans. Experience has shown that volunteering also brings benefits to volunteers themselves and those with whom they work or serve.
- 1.3 Volunteers will be subject to all relevant Inclusive Church policies, in particular policies relating to Equality, Safeguarding, Health and Safety, Code of Conduct, Expenses, etc.

2 DEFINITIONS

- 2.1 In IC, a volunteer is understood to be a person who does voluntary work on our behalf. It is undertaken by choice and is unpaid. IC undertakes to organise it effectively.
- 2.2 IC's volunteers are key to the delivery of a number of services. Others volunteer in the role of trustee and provide support and input into the governance of the organisation.
- 2.3 IC believes that our relationship with our volunteers is one of mutual responsibility and commitment, within which IC and our volunteers both have rights and responsibilities.
- 2.4 If a volunteer produces any work that falls within the category of being intellectual property, e.g. designing a leaflet or logo, IC reserves the right to retain the ownership of such work and will pay the sum of one pence to the volunteer for the transfer of ownership if so requested.

3 POLICY INTENT

IC's purpose in adopting this policy is to:

- Highlight and acknowledge the value and contribution made by volunteers in many different roles and capacities.
- Reflect the purpose, values, standards and strategies of IC in its involvement of volunteers.
- Recognise the respective roles, rights and responsibilities of volunteers and IC.
- Confirm IC's commitment to involving volunteers in its work.
- Establish clear principles for the involvement of volunteers.
- Clarify the roles of volunteers and address the relation between volunteers, those who engage them and those who receive their services.
- Commit the organisation to take account of the interests of those who benefit from the work of our volunteers.
- Help to ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers.
- Acknowledge the current areas of volunteer involvement.

4 ANNUAL REVIEW

This policy will be subject to annual review, in June of each year.

ADDENDUM (September 2017):

IC recognises that it is not currently resourced to develop and implement detailed policy. In the next year, however, priority will be given to the recruitment, training and support of our network of regional ambassadors. Where appropriate we will seek to provide training and induction in collaboration with partner organisations.

IC is committed to developing more explicit policies and procedures for the recruitment of volunteers, their training, the provision of volunteer contracts, arrangements for the supervision and support of volunteers, and procedures for the evaluation of volunteer work. This agenda of future work will be reviewed in June 2018.