

REFUGEES WELCOME

Westminster Road, Macclesfield SK10 1BX (Reg Charity No 1169909)

VOLUNTEER STATEMENT OF PRINCIPLES

In involving volunteers REFUGEES WELCOME is guided by the following principles of good practice.

The Volunteering Policy contains more detailed descriptions of these principles.

- Volunteers receive Good Practice Guidelines, Volunteer Agreements and Confidentiality Statements, ensuring they have clear expectations of their role.
- Volunteers have a named person as their main point of contact and are provided with regular phone calls /supervision group meetings to consider progress, and discuss any concerns
- We offer training and support for volunteers
- We provide support for Project Leads who manage volunteers
- We ensure that volunteers feel part of the organizational structure by enabling them to contribute to our on-going development by attending information sessions and events
- Information given to volunteers, and forms they are asked to complete, are clear and easy to understand
- Volunteers are reimbursed for out of pocket expenses
- Within resources currently available, REFUGEES WELCOME will try to meet additional equipment or support needs to enable disabled people to participate fully as a volunteer
- We aim to identify and solve problems at the earliest possible stage; procedures are in place to deal with complaints either by or about volunteers
- We do not regard volunteers as unpaid employees and do not expect volunteers to undertake inappropriate responsibilities or roles
- All volunteers are expected and required to follow our Equality and Diversity Policy and treat each other and all visitors with respect and fairness
- We provide appropriate Public Liability insurance cover for all volunteers whilst engaged in their volunteering activity
- Our Health and Safety Policy covers volunteers, and we take care not to expose volunteers to risks to their health and safety, and that of others.
- There is no formal/legal agreement between REFUGEES WELCOME and its volunteers. When volunteers give their time for a given number of hours, this is entirely at their discretion
- We will update our guidance in line with relevant changes in either law or in the scope of volunteer roles

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Review

This policy will be reviewed annually for currency and accuracy by the Chair of Trustees or individuals delegated by him/her. This does not prevent any changes taking place to this policy at any other time due to changes in practice or legislation.

V2 March 19

Reviewed: April 2024

**SIGNED BY: N.A. Campbell
[Trustee/Chair of Trustees]**

DATE: 11.4.24

Next Review Date: April 2025