

## **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

# REFUGEES WELCOME

*Westminster Road, Macclesfield SK10 1BX*

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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: May 2023**

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

**DATE: 20.4.23**

**Next Review Date: May 2024**