

VOLUNTEER MANAGEMENT POLICY

Policy reviewed and revised: Autumn 2019. By: Peter Emms. Agreed by PCC: September 2019

Many roles within the church are fulfilled by volunteers. Indeed, the church could not function without volunteers. These include leadership roles, office roles, children's workers, worship team, wardens as well as many others. This policy provides guidelines for all volunteers.

We recognise the valuable contribution volunteers make to enable the vision and values of the church. Volunteers bring many new skills, knowledge and enthusiasm, adding a refreshing perspective to the work of St Kea Church.

We are seeking to develop good practices in volunteering in accordance with the following guidelines.

Policy Guidelines

1. Adequate written information

On appointment, all information relevant to volunteers will be provided in a folder by the relevant staff member or team leader. The information contained within the folder will be revised and updated regularly in consultation with our volunteers.

All volunteers will have a brief role description including key tasks, the team leader responsible for their role and the approximate amount of time per week typically required to fulfil the role. Volunteers will not be expected to undertake tasks for which they are unsuited or not trained.

2. Induction, training, support & supervision

Those volunteers who work in the church office will receive an induction from the Church Administrator or Strategic Operations Manager, who will regularly assess their performance and offer support in personal development. Inductions, monitoring & support in other roles will be undertaken by the appropriate team leader.

As a church, we want to ensure proper training is provided for volunteers to carry out their role. All volunteers must therefore receive sufficient initial training to fulfill their role. This will be organized by the relevant staff member or team leader. Volunteers will be encouraged to take further training appropriate for their roles, for example, safeguarding training. If specific training needs arise, volunteers should discuss these with the relevant staff member or team leader and together they should seek to fulfil the relevant requirements

3. Expenses

Expenses can be claimed by volunteers for reasonable out of pocket costs incurred whilst fulfilling their role. These should be claimed using the appropriate form via the person identified as the team leader in the role description.

For mileage costs, please contact the church administrator for current rates. All expenses should be claimed within 1 month of incurring them.

If the volunteer so wishes, he/she does not have to claim expenses and can choose to 'gift' the costs to the church. However, for those who incur regular expenses or large expenses, it is requested that they are claimed to assist with future budgeting. The expenses could then be gifted to the church once received if the volunteer so chooses.

4. Insurance

The Church's insurance policy provides protection for volunteers in respect of accident causing loss, damage or bodily injury due to negligence while engaged in St Kea Church activity. Risk assessments should be carried out for all events/activities and should be available from the staff member or team leader. The Public Liability cover provides cover for any one incident or series of incidents in respect of activities associated with St Kea Church. These include youth activities, adult meetings, work parties, catering provision, social, sports and pastoral/welfare activities.

The Public Liability cover not only protects our volunteers as they serve in activities with Third Parties but also covers loss, damage, or bodily injury incurred by one volunteer by the negligent action of another volunteer.

In addition to the Public Liability cover, we also hold Personal Accident cover for volunteers if a volunteer is injured during a Church activity. All accidents involving personal injury should be reported to the church office, the Health & Safety Officer and an accident form should be completed.

5. Health and Safety

Volunteers must be trained to follow & observe the requirements set out in the St Kea Church Health and Safety document.

6. Safeguarding/Vulnerable adults Policy

The safeguarding of children, young people & vulnerable adults is a high priority for us as a church. Before starting, all volunteers working with children, young people & vulnerable adults must therefore be DBS checked (paid for by St Kea Church) and assessed as suitable. If the result indicates that there may be issues with the volunteer completing any of the requirements in the role profile, this will be discussed with the volunteer by the team leader to find a suitable solution.

Volunteers must also have completed the appropriate safeguarding training and received a copy of the St Kea Church Safeguarding policy guidelines and procedures for children, young people and vulnerable adults. Safeguarding is **everyone's** responsibility, and where abuse is discovered or suspected it **must always** be reported.

7. Code of conduct

When working with children, young people and vulnerable adults, volunteers *must* always:

- Follow the St Kea Church Safeguarding Guidelines.
- Listen to, respect and value the children, young people & vulnerable adults at all times.
- Treat all children, young people & vulnerable adults fairly, without prejudice or favouritism.
- Challenge any unacceptable behaviour in an appropriate way.
- Use language that is appropriate and not offensive or discriminatory.
- Behave in a way that is appropriate, and that avoids inappropriate relationships developing with any of the children, young people & vulnerable adults.

8. Participation in decision-making

Volunteers are vital to the delivery of many roles within St Kea and thus will be involved in the decision-making processes of the work with which they are involved.

9. Partnership

St Kea Church is committed to partnership with our volunteers. In return we expect them to respect our ethos as a Christian organization and the beliefs and practices of the Christian faith as practiced at St Kea and set out in our Vision & Values.