

Faith Movement CIO

Volunteer Policy

1. Introduction

The Faith Movement Charitable Incorporated Organisation (hereinafter referred to as “the Faith Movement”) is a charity registered in England, number 1188137.

2. Policy Statement

This Volunteer Policy recognises the significant and valuable role volunteers play in achieving the objectives of the Faith Movement. The policy also sets out a framework of procedures and best practices for recruiting and working with volunteers to ensure that the expectations of both the volunteers and the Faith Movement are met. The policy will be provided to all volunteers at the time they begin volunteering with the Faith Movement.

3. Faith Movement Volunteers: A Definition

A Faith Movement volunteer is someone who, unpaid and of their own free will, chooses to give their time, energy, skills and expertise to support the Faith Movement in achieving its aims. The arrangement is voluntary on both sides. The charity’s relationship with volunteers is based on trust and is not intended to have the obligations associated with employment. No payment, other than the reimbursement of agreed out-of-pocket expenses, is made by the Faith Movement to people who give their time as volunteers. The Faith Movement expects that its volunteers always aim to live the values of the Faith Movement, regarding each person as a unique individual as outlined in the teaching of the Catholic Church.

4. Vision for Volunteering

The Faith Movement believes that by harnessing the passion and skills of its volunteer community, the Faith Movement can achieve more for those who use its products and services, and is committed to engaging volunteers in this mission wherever possible. To ensure that volunteers are at the forefront of everything the Faith Movement does, it aims to:

- Ensure that volunteers understand what the Faith Movement expects from them, and what they can expect from the Faith Movement in return.
- Attract volunteers with the right skills to support the work of the Faith Movement.
- Deliver a volunteering experience which makes it enjoyable and easy to support the Faith Movement through effective processes and ways of working.

5. Equality and Diversity

The Faith Movement is committed to building a diverse organisation that is responsive to the needs of those who use its products and services, and to its stakeholders. The Faith Movement is also committed to equal opportunities at all stages of recruitment, selection and volunteering. Interviewing and selection of volunteers will always be carried out without regard to protected characteristics. This commitment is reflected throughout the charity's policies and procedures. The Faith Movement will not condone, accept or ignore any forms of discrimination or unacceptable behaviour.

6. Safeguarding

The Faith Movement believes that all children, young people and vulnerable adults have the right to protection from harm, abuse and exploitation. The Safeguarding Policy will be shared with all new volunteers to the Faith Movement as part of the recruitment process. Where the Faith Movement feels it is necessary, failure to meet the obligations of the Safeguarding Policy may lead to a volunteer being asked to step back from volunteering temporarily or permanently, or other appropriate action. Volunteers taking on roles that are eligible for a Disclosure and Barring Service (DBS) check, or equivalent, will be required to undertake a relevant check. If required, this will be made clear on the volunteer role description and during the application process. The Faith Movement welcomes volunteers from a range of different backgrounds. Having a criminal record will not necessarily bar someone from applying to serve as a volunteer with the Faith Movement. But whether an applicant with a criminal record is selected as suitable to be a volunteer will depend

on the nature of the volunteer position and the circumstances and background of the applicant's offence.

7. Recruitment

The Faith Movement will collect information on all prospective volunteers during the recruitment and selection process. Additionally, volunteers might be required to attend an informal interview to provide relevant information and explore their aspirations and the experience they can bring to the Faith Movement. It is important for all involved to appreciate that the interview is not a competitive process, and the sole selection criteria is suitability for the role. A personal reference might be required and taken up to help confirm suitability for volunteering and for specific roles. In commencing their role, the volunteer commits to the aims, values and mission of the Faith Movement. The volunteer also commits to delivering the key tasks outlined in the relevant role description.

8. Training and Support

Volunteers will have a valuable set of skills, knowledge and attitudes gained from their education, work, previous volunteering, and life experiences. To help ensure that volunteers are appropriately equipped for their role they will be provided with an induction pack and training when appropriate.

9. Health and Safety

Volunteers must take reasonable care of themselves and others while volunteering for the Faith Movement, and follow any health and safety advice and instruction given for their role. Volunteers should cooperate with the Faith Movement on health and safety matters, and immediately report accidents/incidents (including near misses). Volunteers should not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

10. Expenses

The work of the Faith Movement is critically dependent on its extensive network of volunteers. The Faith Movement is very grateful to the vast number of volunteers who do not claim expenses; however, reasonable expenses will be reimbursed if

there are financial barriers to volunteering. The Faith Movement will only reimburse expenses if previously agreed with the volunteer's named contact, based on the charity's assessment of the Faith Movement's requirements and the available budget.

11. Insurance

The Faith Movement provides Employers Liability, Public Liability and Professional Indemnity cover for all volunteers whilst working on Faith Movement activities. The Faith Movement does not provide motor insurance cover. The insurance will not cover unauthorised actions. All volunteers that hold Business Class motor insurance will be automatically covered for their work on behalf of the Faith Movement. However, if their insurance is limited to social and domestic use then they will have to discuss their role as a Faith Movement volunteer with their insurance company to ensure that they are fully covered. Volunteers will be asked to sign the relevant section on the Expenses form to confirm that they have agreed to drive on Faith Movement business with their insurers before the Faith Movement can reimburse mileage costs.

12. Data Protection and Confidentiality

The Faith Movement will protect volunteer information in accordance with the relevant data protection legislation including the General Data Protection Regulation (GDPR). Data will be held securely and confidentially and will only be accessed by authorised individuals. Please see the Faith Movement Privacy Policy for further information about how it collects, manages and uses the personal data of volunteers. The Faith Movement expects all volunteers to comply with its Data Protection Policy and associated policies. When volunteering with the Faith Movement, volunteers may become aware of confidential information about the Faith Movement, its trustees, members, volunteers, event participants and third parties. All volunteers are required to maintain confidentiality and should not disclose the organisation's information during their volunteering services and any time afterwards.

13. Feedback and Complaints

Although the Faith Movement makes every effort to ensure that any experience of volunteering is positive and rewarding, it recognises that volunteers at times may experience difficulty within their role or they may want to share feedback or raise an issue with another volunteer. In the first instance, volunteers should talk to a Trustee or Event Organizer to try to resolve the issue, get advice or share feedback. The Faith Movement will make every reasonable effort to resolve difficulties at an early stage, review feedback and learn from it. However, where the areas of concern cannot be resolved by these means, please refer to the Faith Movement's Complaints Policy, which can be found on its website. There may be occasions where the Event Organizer or Trustee may have concerns around a volunteer's behaviour or approach. In this case, the Event Organizer or Trustee will approach the volunteer directly to discuss any concerns they may have amicably and openly and resolve difficulties at an early stage.

14. Leaving a Volunteer Role

Volunteers are free to cease volunteering with the Faith Movement at any time by speaking or writing to a Trustee or Event Organizer. When a volunteer is deciding to finish volunteering, the Faith Movement asks that volunteers give much notice as possible to help organise alternative arrangements. There are many different ways to support the mission of the Faith Movement and so the charity encourages volunteers to stay in touch and get involved in the future. There may also be times when the Faith Movement will ask a volunteer to cease volunteering. This may be because the role no longer supports the needs of the organisation and its current work, or because the volunteer is no longer able to satisfactorily carry out a particular role. When this happens, the Faith Movement will endeavour to give as much notice as possible to the volunteer and try to find an acceptable alternative role. In all cases, the volunteer will be treated fairly, with dignity and respect.

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Next Review