

# Children's Rights Alliance for England

*Promoting the fullest possible implementation of the UN Convention on the Rights of the Child*

## **VOLUNTEER POLICY**

Volunteers are valuable to CRAE by giving their time and dedication without pay. It is important to CRAE that volunteers are recruited and selected fairly and in accordance with the relevant guidelines. CRAE also respects its legal obligations in carrying out the necessary checks to ensure that all volunteers who work with children and young people are fit to do so. In all this it is important that volunteers are treated with respect and dignity.

### **Purpose**

The aim of this policy is to produce a clear framework for the use of volunteers working at CRAE. A volunteer is someone who is working in an unpaid capacity with CRAE staff on agreed activities. This policy does not constitute a contract of employment, it is intended to help promote a fair and constructive relationship between volunteers and CRAE staff. This agreement reflects the hopes and intentions of the volunteer and CRAE and is not contractually binding in any way on either party.

CRAE wants to involve and use volunteers whenever possible, including volunteers under the age of 18. People volunteer for a variety of reasons and can contribute in a range of ways according to individual needs and talents. However, in all cases volunteers will need to understand and abide by the values and objectives of CRAE.

### **Equal opportunities**

The Children's Rights Alliance for England recognises that in our society individuals and groups have been and continue to be discriminated against on the basis of age, race, culture, language, disability, class, sex, marital status, sexuality and religious belief.

We further recognise that there is both direct discrimination, and practice that has discriminatory effects (indirect discrimination). Accordingly, we are strongly committed to positive action to remove or counter discrimination in all aspects of our work - in our practice as employers, in the way we work with other organisations and in our policy development work.

The Children's Rights Alliance for England is committed to working in particular to promote the involvement and participation of children and young people who are socially excluded or marginalised.

### **Recruitment and selection**

Volunteers will be recruited and selected according to their suitability to meet the needs of a specific role within the organisation. The role description will be defined prior to selecting a volunteer and will be publicised via the CRAE website and/or via CRAE networks. All prospective volunteers will meet with the member of CRAE staff responsible for the volunteer's work for an informal interview during which both parties will discuss the role description, relevant skills held by the prospective volunteer and the hours the volunteer intends to work. Depending on the degree of responsibility to be held by the volunteer CRAE may request up to two employment or school /

college references. Where an adult volunteer will be working in direct contact with children and young people CRAE will carry out a criminal records check.

**Insurance**

- i) Approved volunteers are deemed to be employees for the purposes of insurance and are therefore covered by the organisation's Employers' Liability policy for death or injury arising from their employment by the organisation.
- ii) Public liability cover is in force to protect the organisation's legal liability for third party injury or property damage arising in connection with the business of the organisation.

**Expenses**

CRAE will reimburse travel costs to and from CRAE offices on volunteering days and any other travel undertaken in the course of CRAE business. Travel expenses will only be reimbursed against receipts provided.

CRAE will reimburse lunch costs of up to £5.00 per day against receipts provided if working hours begin before 11am and end after 2pm while working on CRAE business

### Volunteer agreement

<p>CRAE will:</p> <ol style="list-style-type: none"> <li>1. Provide the name and contact details of the member of staff who will supervise the volunteer.</li> <li>2. Induct the volunteer in the following:             <ol style="list-style-type: none"> <li>a) Explain the organisation's objectives, values and aims.</li> <li>b) Health and safety procedures.</li> <li>c) Fire and emergency evacuation.</li> <li>d) Accident reporting.</li> <li>e) Any other relevant information.</li> </ol> </li> <li>3. Provide regular supervision.</li> <li>4. Provide the volunteer with the necessary information, instructions and, where appropriate, training so that they may be able to do carry out the specified activities.</li> <li>5. Involve the volunteer in any relevant meetings or communications.</li> <li>6. Provide the volunteer with a certificate and / or letter confirming their voluntary work with CRAE, and the activities undertaken.</li> </ol>	<p>The volunteer will:</p> <ol style="list-style-type: none"> <li>1. Have the right to be made welcome and to feel involved and valued.</li> <li>2. Abide by the values and objectives of CRAE.</li> <li>3. Not be pressured to do work she or he does not feel comfortable with.</li> <li>4. Provide necessary information to carry out employment references and criminal records checks if needed.</li> <li>5. Be clear with external bodies that she or he is a volunteer and not a paid member of staff.</li> <li>6. Undertake only those tasks and responsibilities as arranged and agreed.</li> <li>7. Ask for help and clarification when it is needed.</li> <li>8. Respect confidentiality at all times.</li> <li>9. Take responsibility for providing feedback and information to relevant staff.</li> <li>10. Report all accidents, serious incidents or damage to equipment immediately to a members of staff.</li> <li>11. Abide by the organisation's internet and email policy (attached).</li> </ol>
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