



Mirfield Community Trust

Charity Number - 1159158

Volunteer Policies and Procedures

MCT welcomes volunteers to assist in the delivery of its services but also in the knowledge that the work that they do can have a positive benefit on their lives by improving their employability or offering them an opportunity to contribute to their local community.

Wherever possible, applicants will be supported and assisted to volunteer within MCT but it is acknowledged that resources are finite and that this may not be the most appropriate position for all those who apply. Reasonable adjustments will be made for those with a disability who wish to volunteer following a risk assessment which will be carried out to identify particular hazards both to the organisation and the individual.

At all times it will be made clear that volunteers are not employees and that there is no contract of employment in existence between them and MCT. At no time will MCT trustees or employees act as though volunteers are employees or give them any indication that they are or will become paid staff of the organisation. Allowing for this, however, every effort will be made to value the contribution of volunteers and to work with them to ensure that their experience with MCT is as positive as possible.

Advertising of opportunities

Volunteering opportunities will be publicised through the MCT website, Facebook page and social media.

Role responsibilities

For some volunteering opportunities a job role may be developed listing the main responsibilities and any requirements for volunteers (for example, particular skills such as building repairs or speaking a community language). However, many volunteers will be able to assist in a general capacity and help out with the various tasks required for running and maintaining a community building. In some cases volunteers may be required for a particular project, and any skills or experience required will be set out in the project brief.

Recruitment

Most enquiries regarding volunteering can be received electronically, via the telephone or in person at the community centre. Potential volunteers are contacted via email or by phone to arrange a call back to discuss MCT and the volunteer roles and to answer any questions the potential volunteer may have.

References and other checks

References will not normally be required, but may be requested and be taken up for particular roles or projects if necessary. The Chair or project lead will consider carefully any references which raise issues and may make the decision that it is not appropriate for volunteers to join MCT. A further decision may need to be taken about what information to disclose when telling rejected applicants that their references are not satisfactory.

Occasionally, volunteers will need to have had a DBS check to fulfil the role available. Policies and procedures which apply to paid staff will be applied to volunteers in this situation.

British and EU citizens, and asylum seekers and refugees are usually able to volunteer but non-EU citizens need a work permit. Immigration paperwork should be clear that applicants can take on unpaid work in the UK. There is no legal penalty to the organisation if we accept volunteers who do not have the right to take unpaid work in the UK but it is not acceptable for MCT to be party to someone breaking the law. If there is any doubt about whether a person is permitted to accept unpaid work in the UK the Chair will investigate and make a decision about whether they can be accepted as a volunteer.

MCT, however, will not take on, in any capacity, an individual who has been convicted of a sexual offence against a vulnerable adult regardless of when the offence took place.

Induction

An induction will take place with all new volunteers.

Volunteer Records

Contact details of volunteers will be kept. To comply with GDPR we will obtain written consent from each volunteer.

When a Volunteer leaves

Leavers will be sent an exit questionnaire (unless there are personal reasons why this may not be appropriate) and an exit interview will be offered. The findings from these will be discussed by the Building sub-committee. If matters of concern have