



HACS

Hillingdon Autistic Care & Support
Registered Charity Number 1066859

VOLUNTEERS POLICY

Rationale

The Charity believes that volunteers are a welcome resource for supporting delivery of our services across all aspects of the Charity's work. HACS encourages the appropriate use of voluntary workers and recognises the immense benefits that volunteers can bring and the links that they make between the Charity and the local community. In return the charity hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences. It is the policy of the Charity that voluntary activities will not be a substitution for paid employment.

Definitions

A volunteer is a person who gives freely of their time, skills and experience to the Charity without expectation of financial reward. Volunteering can take many forms, some tasks can require particular skills whereas others require no specific skills. Volunteering may be a one-off activity, for a limited time to complete a particular activity or project or carried out on a frequent basis. IV. This policy also covers those who are undertaking work experience in the charity.

Recruitment

Volunteer vacancies will be advertised both internally and in the local community. Volunteer recruitment processes are outlined in HACS Safeguarding Strategy (Safer Recruitment Policy).

One-off volunteering opportunities

Some activities, such as fundraising events or Corporate Volunteer days, may involve volunteers participating in an activity on a one-off, short-term basis. If the volunteering opportunity is of one day's duration or less and not likely to recur the Safer Recruitment process will not apply.

Status

A volunteer is not an employee and will not have a contract of employment with the Charity or benefit from any of the terms and conditions of employment, such as payment for work, holidays or sickness.

The Charity will agree a role with the volunteer and there will be an expectation that the volunteer will meet the requirements of the role and that the Charity will provide an opportunity for the volunteer. The volunteer is free to refuse to fulfil the role and the charity is not bound to provide the opportunity. It is expected that both the charity and the volunteer will give as much notice as possible if unable to meet these expectations. Volunteers are not, and must never be, a substitute for employees.

All volunteers must sign the Charity's Code of Conduct and are expected to uphold these expectations at all time. Should a volunteer behave in a way that contravenes the Code of Conduct, the Charity may terminate the volunteer's position at any time.

Volunteering Agreement

Where it has been agreed that a role may be undertaken by a volunteer the volunteer will be requested to sign a volunteering agreement with the Charity.

Recreation Service Volunteers

In the context of the Recreation service volunteers are seen as helpers and as such carry out tasks of making resources, assisting clients in practical ways and accompanying outings.

Volunteers under the age of eighteen must be supervised at all times and must not be included in staff ratios. Where Senior Management are satisfied that volunteers of eighteen years or over who are on long term placements, have been subject to a DBS Check and are competent and responsible they may be included in staff ratios.

Volunteers should never be asked to toilet or attend to intimate personal care.

Volunteers must not write incident sheets, but are able to provide written evidence to supplement an incident report if appropriate.

Recompense

Volunteers are unpaid but are entitled to claim reasonable expenses (travel expense, lunch) up to a total value of £5 per day, on production of a valid receipt and completion of a HACS Expenses form.

Insurance

The Charity will ensure that volunteers are covered for insurance purposes in respect of personal injury. The Charity also holds public liability insurance. The Charity's insurance will not cover unauthorised actions or actions outside the volunteering agreement.

Confidentiality

Volunteers may become aware of confidential information about the Charity, its employees, service users or suppliers. Volunteers must not disclose this information or use it for their own or another benefit. Volunteers must not discuss individuals using our services with any person outside of the organisation, including their parents/carers.

Volunteers should not speak to the press or communicate with any other media on matters, which directly relate to the affairs of the Charity.