



Dundee Women's Festival SCIO Volunteer Policy

Purpose of this Policy

This policy sets out to:

1. State Dundee Women's Festival commitment to volunteering
2. Provide a definition of volunteering
3. Describe the rights and responsibilities of volunteers.

1. Commitment to volunteering

- There are 100,000 staff but nearly a million volunteers working in 44,000 voluntary organisations across Scotland. Volunteers are clearly at the heart of the voluntary sector.
- Dundee Women's Festival believes that the active participation of volunteers is essential to that development.
- In relation to its own needs as an organisation and in setting standards of best practice in all its activities, Dundee Women's Festival accepts and encourages the involvement of volunteers in all its activities .
- Dundee Women's Festival recognises the valuable contribution made by volunteers and also recognises the difference volunteering can make to the life of the individual volunteer.
- Dundee Women's Festival will appoint a named committee members to be responsible for implementing the Volunteer Policy.

2. Definitions and principles

- Volunteering is the commitment of time and energy for the benefit of the community, the environment or individuals outside one's immediate family. It is undertaken freely and by choice without concern for financial gain.
- Volunteering is a powerful force for change.
- Volunteering is a mutual exchange, both the organisations and the individual gain from it.
- Volunteers are a complement to, not a substitute for, paid staff.
- A volunteer must be formally recruited prior to undertaking any work for Dundee Women's Festival.
- Dundee Women's Festival expects that the committee and staff in any role will work positively with volunteers and where appropriate seek to involve them in their work.

3. Rights and Responsibilities

Volunteers have the right to:

- (a) Fair selection
- (b) A volunteer agreement
- (c) Induction and training
- (d) Clear lines of support and supervision
- (e) Be paid any out of pocket expenses

- (f) Adequate public liability insurance cover
- (g) A reference in relation to their voluntary activity
- (h) Recognition and appreciation
- (i) An explanation in the event of their volunteering being ended.

Volunteers will be expected to:

- (a) Attend training, support and supervision where agreed
- (b) Be reliable, giving notice when unable to carry out their agreed role
- (c) Work to support the aims and work practices of Dundee Women's Festival
- (d) Be accountable for any resources given or lent to them
- (e) Adhere to confidentiality
- (f) Participate in monitoring and evaluation processes

4. Framework

(a) Recruitment

Dundee Women's Festival will advertise volunteer opportunities through its own publications and through the Voluntary Gateway

All potential volunteers will have an initial interview to match their wishes, skills and experience to Dundee Women's Festival needs.

(b) Selection

Dundee Women's Festival will select volunteers in accordance with its Equal Opportunities Policy giving an explanation if any individual cannot be placed – an offer of referral to the Voluntary Gateway will then be made. Young people under the age of 16 must have written consent from a parent/guardian.

(c) Induction training

All volunteers will receive induction to Dundee Women's Festival in general and their own area of work in particular. Training will be available where appropriate. In addition, volunteers will have access to additional training on the same basis as any paid staff.

(d) Support

All volunteers will have a named person, volunteer or paid staff, as their main point of contact. They will have the opportunity for regular individual and/or group meetings to get feedback, raise issues and discuss future developments, including moving on to roles of increased responsibility.

(e) Concerns or grievances

Dundee Women's Festival would want to deal with any issues as informally as possible but otherwise Complaints and Grievance Procedures apply.

(f) Exit interviews

In the event of a volunteer resigning or reaching the end of their agreed role, an interview should be arranged to enable the volunteer to comment on the effectiveness of the Dundee Women's Festival volunteer involvement. This should inform future practice.

This Policy will be kept under review and if necessary, be brought back to the Committee for amendment. (Feb 2015)