

# Transition Town Letchworth

## Volunteers Policy

Reviewed by Trustees 24<sup>th</sup> April 2018



### 1 Introduction

- 1.1 Transition Town Letchworth (TTL) can only deliver its objectives to build a low carbon future through the commitment of time and talent by its volunteers. Volunteers can provide on-going specialist skills or be one-off helping hands.
- 1.2 Volunteers need to feel welcomed and connected to the overall purpose of Transition Town Letchworth. They will be invited to input on the strategic direction of TTL and help evaluate TTLs effectiveness. Volunteers who express an interest in TTL will be made aware of the benefits of becoming a voting member of TTL and invited to apply to become a member. They will also be advised of how they can become a Trustee if they wish to become involved in the management of TTL.
- 1.3 TTL recognises that people are motivated to volunteer for a multitude of reasons and that volunteers should feel appropriately recognised and thanked for their contribution. TTL will provide references describing a volunteer's skills, aptitudes and contributions, if asked.
- 1.4 TTL will provide volunteers with the equipment, training and resources necessary to carry out agreed activities safely and happily.
- 1.5 TTL will ensure that volunteers are covered by public liability insurance for approved activities and that risk assessments are in place for activities.
- 1.6 Volunteers are not paid for their time. Expenses that are agreed in advance will be reimbursed but wherever possible volunteers will be required to provide receipts. Volunteers should be advised to claim any expenses agreed in advance on a regular basis.
- 1.7 TTL is committed to ensuring that no potential or existing volunteer receives less favourable treatment than any other potential or existing volunteer on the grounds of age, race, sex, gender reassignment, religion and belief, sexual orientation, marriage and civil partnership, pregnancy and maternity or disability.
- 1.8 Volunteers will be advised that if they have a grievance this can be taken to a Trustee who will seek to address the grievance.
- 1.9 Volunteer data will be managed in accordance with TTLs Data Protection Policy. Volunteers are responsible for advising TTL's membership secretary of any relevant changes to their circumstances.
- 1.10 Volunteers are expected to:
  - Treat all people they come into contact with, including fellow volunteers and the public with dignity and respect.

- To respect TTLs' supporters and fellow volunteers rights to privacy and confidentiality.
- To represent TTL in a way that is professional.
- Carry out volunteering in a way that minimises risk and protects both themselves and others from possible harm

TTL trustees can decide to not accept or end the volunteering of a person who is found not to share TTL aspirations or whose behaviour does not meet the expectations outlined above.

- 1.11 TTL is not a charity that routinely works with children or vulnerable adults. However, some of TTLs activities can be of interest or deliver benefits to these groups. If education events are set up for children or vulnerable adults TTL will ensure these individuals are supported by their responsible adults. This protects TTL volunteers and the children and vulnerable adults. If it is felt necessary for a particular activity for TTL volunteers to have a Disclosure and Barring Service (DBS) check, volunteers will be asked to complete the appropriate paperwork which TTL will get processed. A DBS check will search police records to identify people who are unsuitable for certain types of work, especially work involving children and vulnerable adults.
- 1.12 Volunteers have no set hours or commitment but will be asked to stick to agreed volunteering commitments and where unable to do so inform the relevant person as soon as possible.