



UK SHAOLIN TEMPLE VOLUNTEER POLICY

INTRODUCTION

Volunteers offer a valuable resource by giving their time and dedication without pay. It is important to ensure that we protect volunteers by making sure that volunteers are well looked after and that they are fit to work. 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 on UKST projects. A volunteer is someone who is working in an unpaid capacity as part of a planned programme of activity. This would include any friends and relatives who may offer their services of working with UKST team members from time to time.

The policy is intended to help promote a constructive partnership between volunteers and UKST. People volunteer for a variety of reasons and can contribute in a range of ways according to individual needs and talents that they bring. Volunteers will need to abide by the values, principles and policies which form the framework of the organisation.

EQUAL OPPORTUNITIES

UKST is committed to the development of equal opportunities and believe that opportunities should be open to all regardless of social class, gender, sexual orientation, disability, age, marital status, religion, colour, race or ethnic or national origin. Teamwork promotes mutual interests, harmony, respect, co-operation and understanding between volunteers from diverse backgrounds.

RECRUITMENT AND SELECTION

Volunteers will be recruited and selected according to their suitability in helping meet the needs of planned activities. Volunteers should normally be over 18. If an applicant is under 18, the application should be discussed by members of the co-ordinating committee to ensure that sufficient guidance and support are in place. All prospective volunteers will be asked to make a declaration and sign an agreement document (see attached appendix). They will be interviewed by members of the co-ordinating committee and then approved volunteers will be inducted into the work.

VOLUNTEER AGREEMENT

All new volunteers should sign an agreement which lays out general and specific expectations. This does not amount to a contract of employment, but clearly sets out what either party can expect from the other.

General Expectations

Volunteers should:

- i) Have the right to be made welcome and to feel involved and valued.
- ii) Be expected at all times to promote and a spirit of co-operation with other team members and UKST Friends. They are expected to acquaint themselves with and work in accordance with all appropriate policies, guidelines and procedures. These will be covered as part of the induction procedure.



- iii) Receive regular supervision and support during induction.
- iv) Undertake only those tasks and responsibilities as arranged and agreed.
- v) Respect confidentiality at all times.
- vi) Take responsibility for providing feedback and information to team members and UKST Friends.
- vii) Report all accidents, serious incidents or damage to equipment immediately to a member of the project co-ordinating committee.
- viii) Have the right to representation on the project co-ordinating committee provided an active part is taken in the project.
- ix) Have the right to withdraw volunteering services without notice.

Specific Expectations

The term of agreement will specify, without being inflexible:

- i) The timetable during which the volunteering will take place.
- ii) The name and contact details of the experienced volunteer responsible for their induction.

EXPENSES

Subject to prior agreement and the project budget, any eligible costs incurred during volunteering will be reimbursed. Contributions to costs may be requested from volunteers for purchases which are ineligible for project funding on the understanding that such payments will be offset in the long term by a share of food produce grown.

INSURANCE

- i) Public Liability cover is in force to protect the project's legal liability for third party injury or property damage arising in connection with the work.



APPENDIX

VOLUNTEER AGREEMENT

<p>The project will:</p> <ul style="list-style-type: none"> i) Provide the details of the person who is the volunteer's point of contact. ii) Induct the volunteer in the following: <ul style="list-style-type: none"> a. Explain the values and aims of the project b. Health and Safety c. Accident reporting d. Any other relevant information. iii) Provide regular supervision. iv) Involve the volunteer in any relevant meetings or communications. 	<p>The volunteer will:</p> <ul style="list-style-type: none"> i) Have the right to be made welcome and to feel involved and valued. ii) Be expected to acquaint themselves with and work in accordance with all appropriate policies, guidelines and procedures which will be covered in the induction procedure. iii) Undertake only those tasks and responsibilities as arranged and agreed. iv) Respect confidentiality at all times. v) Take responsibility for providing feedback and information to relevant team members. vi) Report all accidents, serious incidents or damage to property and equipment immediately.
<p>The project expects that the volunteer will:</p> <ul style="list-style-type: none"> i) By arrangement in advance work <<_____>> hours a week, or Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/Sunday‡ when the volunteering will take place. ii) The name of the volunteer's support for induction is.....(contact details.....) iii) The volunteer's responsibilities are set out in the document above. 	
<p>Signed:..... (on behalf of the project)</p>	<p>Signed:..... (The Volunteer)</p>
<p>In signing this document, both parties understand that this does not constitute a contract of employment and that there was no intention of forming such at the time of signing.</p>	
<p>Date:</p>	

‡ Please delete as applicable.