

VOLUNTEERING POLICY

All Souls Parish Church Harlesden

1. Statement of Intent

All Souls Parish Church believes that volunteers can make a unique and valuable contribution to all aspects of their work supporting homeless people, from contributing to service provision to assisting with the administration and development of the organisation. Indeed, we would not be able to operate without our volunteers' time and energy. We are committed to supporting our volunteers by helping them develop as individuals and assisting them in becoming better human resources for the organisation. We intend for all volunteers to feel valued as an integral part of the organisation and have the confidence to make meaningful contributions to All Souls Parish Church.

2. Principles

- Volunteers are an integral part of All Souls Parish Church and contribute in a wide variety of ways towards achieving the objectives of the Parish.
- The Parish staff and management will actively encourage the contribution of volunteers in the consultative process, decision-making and delivery of its services to aid the ongoing development of the Parish.
- The Parish will treat its volunteers with the same respect and fairness as a staff member, as outlined in the Equal Opportunities Policy.
- Volunteering is a unique role aimed at complementing the contribution of paid staff, and volunteers will not be used to fulfil the roles of paid staff.
- The Parish acknowledges the need to ensure that each volunteering experience is rewarding and contributes to the personal development of the volunteer.

3 Recruitment

- All new volunteers are required to fill out a volunteer agreement form.
- The Parish may require volunteers to undergo an enhanced criminal record disclosure. The team leader will inform you of this in advance if this is the case and advise you of when a result of a DBS check might disqualify a person from volunteering in that role.

4. Expenses

- With advance agreement of the team leader and upon production of a receipt, the Parish will pay for any reasonable expenses incurred by a volunteer contributing to the operations of the Parish.

5. Supporting Roles

- The Parish will provide suitable training for all volunteers to aid and inform their volunteering experience.

6. What we expect from our Volunteers

- All volunteers are expected to act within the policies and procedures of the Parish.
- All volunteers are expected to embody the aims and values of the Parish, show leadership by example and provide a positive role model to those they encounter as part of their role.
- Any volunteer found not to be acting within the policies and procedures of the Parish, presenting a danger to himself, herself, or others around them, or making a negative contribution to the service, or otherwise bringing the Parish into disrepute may be given a verbal warning, asked to leave the team for the day, or asked to step down entirely from their volunteer role.

7. Who Can Volunteer

- The minimum age for volunteering is 16. In exceptional circumstances, if the child's guardian can offer reassurances that there are measures in place to guarantee the child's safety, welfare and security, a Team Leader may allow the child to volunteer.
- The Parish will make every realistic effort to accommodate people with disabilities to volunteer with The Parish. Indeed, we actively welcome disabled members of the community.
- For roles requiring a DBS check, failure to achieve a clear result of the DBS check may disqualify the volunteer from serving in that role.

This Policy was last discussed and approved by the Parochial Church Council (PCC) on 11th September 2024

Signed: *Rev'd Dr Adam Dobrzynski*