



# Volunteer Policy

*Last reviewed: May 2021*

## Introduction

Many roles within the church are fulfilled by volunteers. Indeed the church could not function without them. They include leadership roles, office roles, children's workers, worship team, stewards as well as many others. This policy provides guidelines for all volunteers.

Any position is at the discretion of the leadership and we would expect volunteers to be sympathetic to the aims of the church.

We recognise the valuable contribution volunteers make to enable the vision and values of the church. Volunteers bring many new skills, knowledge and enthusiasm, adding a refreshing perspective to the work of Gateway Waterside.

We are seeking to develop good practices in volunteering in accordance with the values of Gateway Waterside.

## Policy Guidelines

### Volunteer role profiles

All volunteers should have a role profile provided. At a minimum, this will include a description of the short tasks the role includes, who is responsible for the role and how the role fits with the church vision. It may also include an indication of the time per week required to fulfil the role. The profile also includes the expected duration of commitment for the role.

### Induction and training

Volunteers' induction will normally be informal and undertaken by the role leader, however in some roles this may require external training.

As a church, we want to ensure proper support is provided for volunteers to carry out their role. To achieve this, appropriate training opportunities will be given. Volunteers are encouraged to attend these sessions where practical, which will usually also provide insight as to how the church vision is being worked out in that role.

If specific training needs arise, volunteers should discuss these with their role leader and together they should seek to fulfil the requirement.



Charity Number: 1143971



## **Volunteers' expenses**

Expenses can be claimed by volunteers for reasonable out of pocket expenses incurred whilst fulfilling any critical roles and these need to be pre-approved by the trustees. These should be claimed via their role leader. For mileage costs, the treasurer can provide current rates. Expenses should be submitted within a month of incurring them.

If a volunteer wishes, he/she does not have to claim expenses and can choose to 'gift' the costs to the church. However, for those who incur regular or large expenses, it is requested that they are claimed to assist with future budgeting. The expenses could then be gifted to the church once received if the volunteer so chooses.

## **Insurance**

The church's insurance policy provides protection for volunteers in their role. This covers accident or loss, damage or bodily injury due to negligence while engaged in a Gateway Waterside activity. Public liability cover provides for any one incident or series of incidents in respect of activities associated with Gateway Waterside.

The public liability cover not only protects our volunteers as they serve in activities with third parties but also covers loss, damage, or bodily injury incurred by one volunteer by the negligent action of another.

In addition to the public liability cover, we also hold personal accident cover for volunteers if a volunteer is injured during a church activity. All accidents involving personal injury should be reported at once to the person responsible for Health and Safety.

Use of a motor vehicle should be covered by a policy for that vehicle so if using your own vehicle, your own policy should cover you for this activity.

## **Health and Safety**

Volunteers should be familiar with the parts of the church Health and Safety policy relevant to their role.

## **Child Protection and Vulnerable Adults Policy**

Volunteers working with children or vulnerable adults must comply with the church policy and normally be required to have a DBS check which Gateway Waterside will pay for.

## **Role leaders**



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It is recognised that often the role leader will themselves be a volunteer and the relationships are designed to be two-way and respectful. If at any time a volunteer has an issue with their role leader, this should be discussed with a member of the oversight team.



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