

## **VOLUNTEER POLICY**

### **Aims**

Dornoch & District Community Association ('DADCA') is a registered charity whose twin aims are:

- To establish and maintain a community building in Dornoch.
- To help promote & encourage voluntary groups & individuals active in the Dornoch area.

In line with this mission DADCA seeks to involve volunteers to:

- ensure our services meet the needs of our clients
- provide new skills and perspectives
- increase our contact with the local community we serve

DADCA is committed to involving volunteers directly within the organisation to:

- contribute to the delivery of our services
- make sure we are responsive to the needs of our users.
- provide different skills and perspectives.

### **Principles**

DADCA:

- recognises that voluntary work brings benefits to volunteers themselves, to service users and to paid staff.
- will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the organisation's work.
- will ensure that all volunteers who come into contact with vulnerable people are suitably authorised and adequately trained to work in such a position.
- recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs.
- recognises that the management of volunteers requires designated responsibilities within specific posts.

### **The Volunteer's Voice**

Volunteers are encouraged to express their views about matters concerning DADCA and its work. To this end volunteers are encouraged to attend monthly Board meetings and the AGM.

### **Equal Opportunities**

DADCA operates an equal opportunities policy in respect of both paid staff and volunteers, a copy of which can be found on DADCA's website. Volunteers will be expected to have an understanding of, and commitment to, our equal opportunities policy.

### **Insurance**

All volunteers are covered by DADCA's insurance policy whilst they are on the premises or engaged in any work on DADCA's behalf, a copy of the policy is available on DADCA's website.

### **Health and Safety**

Volunteers are covered by DADCA's Health and Safety Policies, a copy of which can be found on DADCA's website.

### **Problems**

DADCA has a Complaints Policy to help deal with grievances that anyone including volunteers may have, a copy of which can be found on DADCA's website.

DADCA has never had any occasion to discipline a volunteer. In the unlikely event that such an occasion arose:

1. The Chairman or acting Deputy would have the right to decide what immediate sanction would be taken (such as refusing any further help from the volunteer in question);
2. The volunteer would have the right to make his/her case to the Board at its next meeting;
3. The Board at its next meeting would consider what final action should be taken.

On the basis of their voluntary work, volunteers will have the right to request a reference. Volunteers will be supported to move on to other options if they wish.