

SILVERSTONE SCHOOL PARKING CIC

VOLUNTEER POLICY

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Version control	Date	
V0.1	Mar '24	Drafted by KB
V0.2	Mar '24	Amendments to volunteer definition, volunteer communications and volunteer expenses.
V0.3	May '25	Contact details changed New URL's for SSP website hosted information

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1. Introduction

- 1.1 This policy sets out the broad principles for voluntary involvement for Silverstone School Parking CIC (the CIC).
- 1.2 It is of relevance to all volunteers and those appointed to positions of responsibility within the organisation, and all volunteers of the CIC's partners.
- 1.3 This policy will be reviewed annually to ensure that it remains appropriate to the needs of the CIC and its volunteers.

2 Definition

- 2.1 A volunteerⁱ is defined as someone who spends unpaid time doing something to benefit others.
- 2.2 Volunteering can be formal and organised by organisations, or informal within communities.
- 2.3 It should always be a free choice made by the person giving up their time.
- 2.4 A Silverstone School Parking CIC volunteer is a volunteer of the CIC, including a director of the CIC, or a volunteer from a charity partner of the CIC.

3 Commitment

- 3.1 The CIC recognises the right people have to participate in the life of their communities through volunteering. It also acknowledges that volunteers contribute in many ways, that their contribution is unique and that volunteering can benefit the local community and the volunteers themselves.
- 3.2 The CIC values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging and supportive.
- 3.3 The CIC recognises its responsibility to arrange its volunteering efficiently and sensitively so that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.
- 3.4 The CIC respects and treats all volunteers and their time equally.

4 Recruitment

- 4.1 The CIC believes volunteering should be open to everyone aged 18 and over, regardless of gender, ethnicity, ability or religion.
- 4.2 The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks.
- 4.3 Information about the volunteer not relevant to the performance of the volunteering tasks concerned will be disregarded by the organisation in terms of recruitment and selection.
- 4.4 Volunteering opportunities will be widely promoted in ways that makes them accessible to all members of the community.
- 4.5 The Volunteer Co-ordinator will directly contact any volunteers who are considered unsuitable for a particular task and place in an alternative role where agreed.
- 4.6 The organisation reserves the right to ask volunteers to stop volunteering for the organisation if the aims and values of the CIC appear to be, or are placed, at risk.
- 4.7 All volunteers recruited by the CIC will be asked to complete a recruitment form. On this form volunteers will be asked to disclose any information that may be relevant to the performance of their duties

5 Induction and training

- 5.1 To help ensure best practice and cohesion of all participating volunteers the CIC will provide a welcome pack which will include all the necessary information to enable all volunteers to perform with confidence. The welcome pack can be found [here](#).

- 5.2 All volunteers will be made aware of and have access to all the organisation's relevant policies, including those relating to health & safety. These policies can be found [here](#).

6 Support and supervision.

- 6.1 All volunteer communication will be managed by the Volunteer Co-ordinator.
- 6.2 The main channels for communication will be email and the CIC Volunteer page <https://www.silverstoneschoolsparking.co.uk/volunteer-zone>
- Guidance on all volunteer communication channels can be found [here](#).
- 6.3 Volunteers can seek guidance and support from the Volunteer Co-ordinator and CIC directors.
- 6.4 Volunteers can take their volunteering concerns to the Volunteer Co-ordinator and CIC directors. The organisations complaint policy can be found [here](#).
- 6.5 Volunteers will be given the opportunity to share their views and opinions through feedback forms or verbal feedback with the Volunteer Co-ordinator and CIC directors immediately following the event they have volunteered for.

7 Expenses

- 7.1 Volunteers can claim out of pocket expenses.
- 7.2 Initial director approval must be obtained by the volunteer before any purchases or expense submissions are made.
- 7.3 Expenses can be reclaimed using the organisations expense form. This will be provided at time of initial director approval.
- 7.4 The form must be completed and submitted, with all receipts, for final director approval to hello@silverstoneschoolparking.co.uk
- 7.5 Payment will be made within 10 working days of final director approval via bank transfer. An email confirmation will be sent at time of payment.
- 7.6 Any issues with the expense claim will be discussed with the volunteer by a director.

8 Appearance

The CIC does not seek to inhibit individual choice in relation to appearance. However, because volunteers have a public role they are expected to always dress appropriately in relation to their role.

9 Insurance

9.1 Volunteers performing work for the CIC will be covered by the CIC Public & Employer's Liability Insurance.

9.2 The CIC does not insure the volunteer's personal possessions against loss or damage.

10 Health and Safety

10.1 The CIC is committed to providing and maintaining a healthy and safe working environment for all volunteers and takes the health and safety of our volunteers very seriously.

10.2 All volunteers will be briefed regarding essential safety procedures and protocol. This information can also be found [here](#).

10.3 Volunteers agree to carry out their duties in a safe and responsible way and not to take unnecessary risks.

11 Confidentiality and data protection

11.1 The CIC will only retain volunteer information if permission is given on the recruitment form.

11.2 The CIC's GDPR (privacy) policy can be found [here](#).

11.3 Volunteers agree not to disclose confidential matters relating to the CIC's business.

Rights and Responsibilities

The organisation recognises the rights of volunteers to:

- Know what is (and what is not) expected of them.
- Have adequate support in their volunteering.
- Receive appropriate training.
- Have safe and insured working conditions.
- Receive acknowledgement and appreciation.
- Know their rights and responsibilities.
- Receive relevant out-of-pocket expenses.
- Be free from discrimination, harassment, and bullying.

The organisation expects volunteers to:

- Be reliable.
- Be honest.
- Support the CIC aims and values by treating all CIC volunteers respectfully.
- Understand their duties and ask for support if they are unclear.
- Attend training briefings and read all information provided by the CIC.
- Carry out tasks in a way that reflects the aims and values of the CIC.
- Complete tasks in a safe and responsible way and within agreed guidelines.
- Respect confidentiality, data protection and copyright.
- Comply with the CIC's policies.

ⁱⁱ*Volunteer definition as defined by the National Council for Voluntary Organisations
Further information can be found [here](#)*