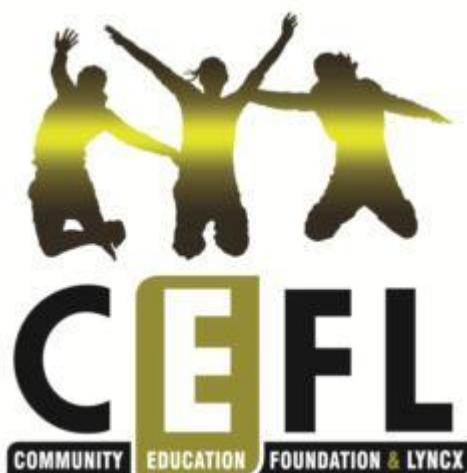


LYNCX: REACH OUT, DISCOVER YOUR POTENTIAL AND CELEBRATE YOUR ACHIEVEMENTS!

# Volunteering Policy



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## 1 Policy Statement

CEF & LYNCX (CEFI) is a not-for-profit grass root community-led organisation formed in 2011 and company registered in 2012. It emerged from a small group of parents living in Lambeth wanting to improve the education and welfare of their children.

CEFI's activities are governed by an elected and committed Board of Directors who are accountable to our stakeholders. Our work focuses on developing and delivering community-led projects that help support the social, emotional, educational and economic needs of children, young people and their families with an extended aim to reach to the whole of their community.

We identify and support the developmental, educational, employment, training, health and social needs of the community.

Our client profile covers all groups. However, priority is given to children, young people and families who are residents of Lambeth and who are identified to be, emotionally, socially, educationally and economically disadvantaged by social deprivation index definition. Majority of whom come from low income households, diverse ethnic background, those whose parents speak little or no English and are unable to support their children at home.

The organisation's aims and objectives are to collaborate with schools and social housing providers in Lambeth to provide extra-curriculum learning programme for 7 to 16 year olds, internship/apprenticeship programme for 16 to 24 year old and personal development workshops for parents.

### CEFI mission statement

CEFI's mission and motto:

*"reaching out to communities & helping communities discover their full potential"  
"reaching out, discovering your potential and celebrating your achievements"*

We will achieve our mission by providing:

*"opportunities that help to improve the lives and learning outcomes of disadvantaged children and families through tailored learning support schooling, training, workshops and initiatives in areas where other agencies have tried to, but found it hard to reach".*

CEFI acknowledges it has a responsibility for the safety of children taking part in its activities or otherwise under its temporary care. It also recognises that good child protection policies and procedures are of benefit to everyone involved with CEFI's work, including staff, as they can help protect them from erroneous or malicious allegations.

CEFI is committed to practices which protect children from harm. For the purpose of this policy, CEFI's staff includes not only its full-time employees but any contractor or volunteers commissioned by CEFI. All Staff who have unsupervised access to or contact with children are required to

- recognise and accept their responsibilities;
- develop awareness of the issues which can cause children harm; and
- report concerns following the procedure below.

CEFI will endeavour to safeguard children by:

- a) on behalf of the organisation;
- b) reporting concerns to the authorities;

- c) following carefully procedures for recruitment and selection of staff, contractors and volunteers; and
- d) providing effective management for staff, contractors and volunteers through support and training.

CEFI is also committed to reviewing its Volunteers' Policy and Code of Practice as new government policy or legislation emerges otherwise, every three years.



Chair on Behalf of BOARD of DIRECTORS

Date: March 2013

## VOLUNTEERS' POLICY

### Introduction

CEF & Lyncx seeks to involve volunteers to:

- ensure that its services meet the needs of users
- provide new skills and perspectives
- increase its contact with the local community it serves

CEF & Lyncx will not set up a contract with a volunteer. Nothing a volunteer is given in writing or otherwise constitutes a legally binding contract.

### Principles

The volunteers' policy is underpinned by the following principles:

- CEF & Lyncx ensures that volunteers are properly integrated into the organisation
- CEF & Lyncx does not aim to introduce volunteers to replace paid staff, but aims, wherever possible, to treat its volunteers with the same equality of opportunity, respect and fairness as its paid staff
- CEF & Lyncx expects that staff at all levels will work positively with volunteers
- volunteering is a mutually beneficial relationship
- volunteers commit time and energy for CEF & Lyncx freely and by choice, without concern for financial gain, but are encouraged to carry out their services at mutually agreed times
- CEF & Lyncx endeavours to overcome obstacles to volunteering within the organisation

### Recruitment, Support and Training

All prospective volunteers are interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

### Volunteer Agreement and Work Outline

A written agreement is drawn up with each individual volunteer to show the activities they have agreed to carry out for CEF & Lyncx and to confirm the days and times they have agreed to carry these out. Nothing a volunteer is given in writing or otherwise constitutes a legally binding contract.

### Support and training

Each volunteer has a named person as the main contact. That person:

- provides induction to the volunteer to ensure they understand CEF & Lyncx
- organises support and training to enable them to improve the performance of their contribution to CEF & Lyncx

- provides the volunteer with regular and constructive feedback and discusses future development of their volunteering responsibilities

If the volunteer has any concerns or ideas, they should first raise it with their named contact. If the matter is not resolved at this level, they should then raise it with the Coordinator of CEF & Lyncx .

### **Travel Expenses & Meal Expenses**

Each volunteer will be reimbursed reasonable expenses on travelling between their home and the place where they are volunteering. Each volunteer will be reimbursed reasonable expenses for refreshments up to a maximum of £5.00 if they contribute a session of 2 hours or more.

### **Insurance and Policies**

Volunteers are covered by CEF & Lyncx 's insurance policy while they are on the premises or engaged in any voluntary work which has been agreed with them. Volunteers are expected to adhere to the policies of CEF & Lyncx , especially with regard to Health & Safety and Equal Opportunities, and in turn are covered by these policies.

Agreed By Board: March 2013



Chair on Behalf of the Board

**VOLUNTEER AGREEMENT**

*This agreement is intended to indicate the seriousness with which CEF & Lyncx treats its volunteers. The intention of the agreement is to assure volunteers of CEF & Lyncx 's deep appreciation of its volunteers' services and to indicate its commitment to do the very best to make each volunteer's experience at CEF & Lyncx a productive and rewarding one.*

**CEF & Lyncx** agrees to accept the services of:

..... (name) beginning: .....(date) and commits to the following:

- 1. to provide adequate information, training and assistance for you to be able to meet the responsibilities of the position
- 2. to ensure satisfactory support to you and to provide feedback on performance
- 3. to respect your skills, dignity and individual needs and to do our best to adjust to these individual requirements
- 4. to be receptive to any comment from you regarding ways in which we may mutually better accomplish our respective tasks

**The volunteer** agrees to serve as a volunteer and commits to the following:

- 1. to perform my volunteer role to the best of my ability
- 2. to adhere to CEF & Lyncx 's rules and procedures, including record-keeping requirements and confidentiality of organisation and client information, and all its policies, especially Health & Safety and Equal Opportunities policies
- 3. to meet time and duty commitments, except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made
- 4. to give constructive feedback if appropriate
- 5. to be accountable and to accept constructive comment
- 6. to take part in relevant training
- 7. to ask for support if it is needed
- 8. to attend a short interview before leaving to help CEF & Lyncx to build on your experience as a volunteer

.....(name) will be your day to day contact within CEF & Lyncx.

Signed:..... Date:.....  
For CEF & Lyncx

Signed:..... Date:.....  
Volunteer

**This agreement may be cancelled at any time at the discretion of either party.**

Agreed on [ insert date]

Signature: \_\_\_\_\_ (Chair) on Behalf of the Board