



PositivePath Foundation

VOLUNTEER POLICY 2022

Registered Charity No: 1185186

Founder, Jane Atkinson - 07745 182122 / 07979 691429

Volunteers & their purpose

Volunteers are wonderful people who give up their time to assist us in our support of our vulnerable adults and children in an unpaid role.

Our volunteers are extremely valuable to us, and we are so grateful for their support. Our volunteers assist in all areas of care of our members during our events, volunteers are always supervised by our employed staff.

Recruitment of our volunteers

Firstly, we establish that the prospective volunteer is suitable for the role against our requirements. We will always advertise locally to support our community. The principles of our Equal Opportunities Policy are used for all our recruitment. References would need to be obtained prior to starting with ppf and DBS checks completed. DBS checks will be carried out every three years. Volunteers are taken on a 4-week trial basis. Applicants must understand the high level of confidentiality is required. Members must not be discussed with anyone outside of the charity. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised.

Policy principle/aims

Policy principles cover the recruitment, appointment selection, support and ongoing training of all volunteers here at PPF and provide a reference point for PPF volunteers.

To ensure consistent good practice is carried out on our overall service.



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Induction

A formal induction forms part of the volunteer process. This is usually carried out by the PPF Founder. The role will once again be explained, and an opportunity given for the volunteer to ask further questions.





The volunteer will be given hard copies of our policies to read including our Safe Guarding Policy.

The four-week trial will be discussed again to ensure the volunteer knows that help and support is available at any stage of the trial process, they will be encouraged to ask questions through out the trial period.

Training & Good Practice

Bespoke training will be provided on our members plus health and safety training.

Good practice includes:

-  Treating all vulnerable adults and children with respect
-  Setting a good example by conducting ourselves appropriately
-  Encouraging positive, respectful and safe behaviour among vulnerable adults and children
-  Being a good listener

Confidentiality & Sharing Information

All volunteers will understand that protection issues warrant a high level of confidentiality, out of respect and protection of our members and other staff/volunteers.

Expenses

All expenses related to volunteering will be reimbursed. PPF do not expect our volunteers to be out of pocket when volunteering for us. Expenses include parking and travel. All expenses to be submitted on a dedicated expenses form.



Insurance

PPF carries adequate insurance to cover staff and volunteers.

Problem Resolution

Any concerns should be directed to our Founder, Jane Atkinson.

Any problems can usually be resolved for both parties successfully and should it not be resolved the volunteer positions are not tied to any contract and can be dissolved at any time.

