



Volunteer Policy

Thank you for volunteering with Llais y Goedwig. We hope that your time spent with us will be a happy and productive one, which will be to our mutual advantage.

General Principles

Llais y Goedwig will not bar any individual from volunteering on the basis of race, religion, colour, nationality, ethnic origins, gender, disability, employment or marital status. You will be treated with respect and courtesy and in turn will be expected to behave in a similar manner towards others. As a volunteer with Llais y Goedwig you can expect Llais y Goedwig to provide you with:

- A clear outline of your role and tasks
- A named person to guide, advise and help you with any problems you may have
- Travel and out of pocket expenses (where these have been agreed by Llais y Goedwig)
- Insurance cover for the work you are doing
- Recognition and thanks for the work you do

As a Volunteer for Llais y Goedwig we expect you to:

- Comply with all the rules and policies of Llais y Goedwig
- Comply with all relevant legal obligations placed upon Llais y Goedwig including Health and Safety and Fire regulations.
- Honour any appointments or commitments which you give or to inform your supervisor if you are unable to do so in a particular instance
- To complete the tasks you undertake to the best of your ability

LLAIS Y GOEDWIG POLICY STATEMENT

Induction

General: Llais y Goedwig will provide you with a general induction to describe its work, structure, policies and objectives and to explain how Llais y Goedwig works with volunteers.

Specific: Your supervisor will discuss your specific role with you so that you are clear about what you are expected to do and to achieve. Specific induction sessions will take place for every significant task you undertake.

Supervision: Your named supervisor is the person you should refer to first if you have any difficulty or problem related to your role and activities with Llais y Goedwig. If your supervisor is unable to sort things out the matter will be referred to Llais y Goedwig's Chair.

Training: Llais y Goedwig will interview you to ensure that you undertake tasks which match your knowledge and skills. You will not be asked to undertake tasks which you are not trained or equipped to do. If necessary, and if you wish, Llais y Goedwig will arrange for training to be provided so that you can acquire the skills needed for a particular role or task.

Police Checks: If your role with Llais y Goedwig will bring you into regular contact with young people or children you will be required to submit to a police check. This is legal requirement which helps to ensure the safety of children, you and Llais y Goedwig.

Volunteer Expenses

If you wish to claim for expenses, which you incur solely as the result of volunteering for Llais y Goedwig, you should **obtain the approval of Llais y Goedwig prior to incurring the expense**. You should discuss your request with your supervisor.

Generally expenses could be available for travel to and from the place of volunteering, travel in the course of volunteering, postage and telephone costs (where the volunteer works from home) child care expenses and protective clothing. When making a claim you will in all cases be expected to submit receipts and / or other details of expenses incurred.

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Volunteering and State Benefits

If you are in receipt of state benefits such as **Job Seekers Allowance** or **Income Support** you should inform your benefits office and check with them that they are happy with the amount of time you intend spending volunteering for Llais y Goedwig. Generally volunteering should not stop you from receiving benefit but you must be available for paid employment and also show that you are actively seeking work.

If you receive Incapacity Benefit you can undertake up to 16 hours of voluntary work a week without losing benefit.

The DSS publish a leaflet **WK4 Financial help if you work or are doing voluntary work**. This should be available at your local Social Security office or Job Centre. Alternatively it is available on the Benefits Agency web site at www.dss.gov.uk/ba.

Signed:



Date: 11 January 2011

Roger Davies, Chair

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