



Building a Better Christchurch Together



VOLUNTEER POLICY

Introduction

What is the Christchurch Community Partnership?

- The Christchurch Community Partnership (CCP) was established to improve the economic, social and environmental well-being and the quality of life of those people who live in, work in and visit Christchurch.
- The Partnership is frequently the catalyst for emerging community projects, networking other local voluntary sector organizations as required and providing resources (financial and manpower) where necessary in support of an endorsed project.
- The CCP consists of a wide range of partner organizations across the voluntary, public and business sectors as well as many individuals

Mission Statement

Through inspirational leadership motivate every individual within the Christchurch community to participate in delivering innovative community programmes and supporting other local activities with a view to building a high quality lifestyle that will stand the test of time.

The Role of a Volunteer

- Against this backdrop the volunteer is the 'life blood' of the CCP.
- Based on the individual's competency base the Partnership will seek to place the volunteer:
 - Within the CCP organization to fulfill one of two generic formal volunteer activities:

- ✓ **Project** – within an endorsed CCP project; this is a project that has undergone a CCP scrutiny process and attracts CCP resources, noting that established (self-sustaining) projects may still bear the CCP logo.
- ✓ **Executive** – participating in the management of the CCP or, the defining and delivery of its management processes;
 - With a local partner volunteer organization. If a mutually acceptable post is not available within the CCP, we are often cognizant of emerging local volunteer requirements elsewhere. This is an advisory service and the ‘management’ of the volunteer transfers elsewhere if the individual decides to go down this route.

Values

The CCP is committed to the following values:

- Volunteers are to be integrated and treated equally as part of the team.
- Individual skills that each person brings to the Partnership are recognised.
- Volunteers are to feel supported and valued in their role – provision of a comprehensive induction package; appropriate supervision and support in place; protected from harm or financial loss by procedures, insurance and an expenses policy.
- Encouraging volunteers to develop and build on existing skills and knowledge through sharing good practice.
- Listening to volunteer issues, providing feedback and where appropriate make changes.
- Equal opportunities for all and a diversity (see Equality and Diversity Policy) that mirrors the local community.
- Volunteers are expected to be equally committed to these values.

Recruitment

General

- CCP seeks to recruit volunteers from a diverse range of backgrounds that reflects the makeup of the local community (see Equality & Diversity policy).

- Volunteers will approach the CCP either because the role has been advertised, they just want to join the Partnership or the individual has a Project they wish to establish. In all circumstances the volunteer will undergo the same recruitment process.
- Any potential new Projects will need to be considered and subsequently endorsed by the Project Steering Group before proceeding under the CCP banner.

Detail

- The recruitment process detailed below will usually be conducted by the Project Leader. However depending upon the role being recruited for it may be modified and also appropriate that someone else takes the lead; this decision rests with Board of Trustees' Chair.
- Each potential volunteer will be invited to an interview, conducted in accordance with an **Interview Sheet**.
- During the interview it will be judged if the potential volunteer's competencies match that required by the role. If not every effort will be made to identify other roles within the CCP that may be suitable or put in place requisite training.
- Each potential volunteer will require 2 references.
- On being assigned to a role the volunteer will receive a **Volunteer Agreement Letter**. This is not a contract but addresses issues such as the nature and purpose of the voluntary work, details the scope of the role and competencies required and specifies the individual's point of contact or mentor.
- There will be a 6 week trial period to ensure Partnership / Volunteer compatibility.

Disclosure and Barring Service Check (formerly CRB)

- The DBS check is a police check to see if an individual has committed an offence that would restrict them in some way from participating in a volunteering role. A criminal record this does not necessarily stop you from volunteering with the CCP.
- Within the CCP these checks are only carried out on volunteers who will specifically be working closely with children, young people or vulnerable adults – disclosures will be dealt with in a safe and confidential manner, stored securely and not shared without the permission of the volunteer.

- If the volunteer receives an adverse DBS check, CCP will endeavour to identify an appropriate placement.

Recruiting of Ex-Offenders

Committed to equality and diversity, the CCP recognises the contribution that all people can make as volunteers and so welcomes enquiries from everyone. The CCP recognises also many potential volunteers have criminal records and are reluctant to apply for voluntary work where this would involve the disclosure of their record.

Understanding that people are often ashamed and embarrassed about their cautions and convictions and/or fear they will not be treated fairly because of them, the CCP will handle will handle such information confidentially and will wherever possible provide opportunities for people.

Inappropriate Volunteer

- In the unlikely event it is judged an individual unsuitable to participate in any CCP activities, the matter is to be raised with the Board of Trustees' Chairman in the first instance. Resolution of such an issue rests with the Board who will need to take a collective view. Care should be taken to limit the disclosure of personal information.

Induction and Training

- An **Induction Check-Off List** will be completed by the volunteer's immediate point of contact; in particular the volunteer will be made aware of the Board member responsible for volunteer matters.
- Specific training required by the role will be provided. The appropriate Project Summary, detailing the project's state of play, will provide the necessary background.
- The volunteer will be given a **Volunteer Handbook**.

Support

- Every new volunteer will be assigned an experienced mentor to assist them with settling in, and will invariably be the volunteer's point of contact.

Expenses

- The Partnership Expenses Policy provides the necessary guidance.

Insurance

- All volunteers undertaking CCP endorsed projects or employed in an executive function will be covered by public liability insurance or specific insurance necessary for the task – i.e. Dial-a-Bus vehicle cover.

Health and Safety

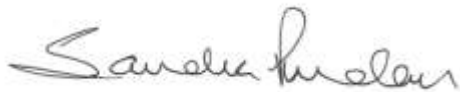
- Each volunteer is to read the Health and Safety policy.
- Volunteers are to be aware of general health and safety and personal safety.
- Volunteers will have some knowledge of risk assessment, noting that risks are highlighted in the Project Summary.

Confidentiality

- Volunteer's name, address and contact details are stored on the CCP database and held under data protection regulations.

Conclusion

- Enjoy your role in supporting Christchurch Community Partnership; it is much appreciated.



Reverend Sandra Prudom
Chair – Christchurch Community Partnership
31 Jan 13