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Volunteer Policy

This policy is the foundation in which Positively Disabled endeavours to involve its volunteers within the organisation and demonstrates our commitment to our volunteer programme. It will ensure consistency to all the elements that affect the volunteer and will play a key part to not only involve a diverse range of volunteers but will also help to define the role of the volunteer and how they can expect to be treated.

By referring to this written policy, ensures that decisions are not made on an ad hoc basis, and that all involved are treated equally and fairly. It will also ensure that paid staff and senior management fully understand why volunteers are involved with our services and what role they will have within the organisation.

Introduction to Positively Disabled NE Lincs

The new Positively Disabled NE Lincs was established in July 2017. It is made up of 6 Peer group advocates, most who is on the Learning Disabilities and mental health spectrum themselves.

Their responsibility will be to go out into their communities, engaging with all relevant NHS Professionals and other relevant agencies and organisations, as well as local councillors and MPs, to assist in signposting to the relevant organisations and agencies in the borough of North East Lincolnshire. and all those on with Learning Disabilities including those on the Autistic Spectrum. They help by accessing appropriate services, if it is needed to be put into place to help them.

The group discusses any relevant problems and issues in the strictest of confidence, and involve the appropriate NHS Professionals and those on the mental health, LD, Autistic and other disability spectrum, onto the Positively Disabled forum group. The group then feeds back to the agencies as to what those issues are, with what improvements for those types of disabilities for better support, providing them hope, positivity and constructive steps forwards.

The group recognises there is not of the enough proper supported services provided locally, to assist those on the physical, mental health, spectrum. As well as hearing impaired, sight difficulties and other health problems. This includes the lack of easy read material to access certain services. For instance;

- How to apply for housing
- How to report a Hate Crime
- How to be Smoke Free in your own home
- How to access certain Clinical Services in the NHS
- How to make a complaint (which depends on the situation and organisation)
- How to access benefits
- Diabetes awareness
- Blood pressure checks
- How to access education facilities

The list is endless

Recruitment

Positively Disabled aims to recruit volunteers from a wide range of backgrounds that reflects community cohesion (see Equality and Diversity policy).

Each potential volunteer will need to complete the application process. If assistance is required a member of staff will provide support.

Each potential volunteer will be required to provide two references prior to commencing project.

Volunteers will be subject to a DBS check due to the nature of our service users. Having a criminal record will not necessarily stop you from volunteering with us however if the offence relates to vulnerable adults Positively Disabled has the right to withdraw any application and report to the relevant organisation.

Each person volunteering with Positively Disabled will discuss and sign a volunteer agreement and be given a copy of the agreement and Role description, which explains the expectations and support offered by the committee. This will be agreed prior to commencement of volunteer placement by both parties.

Positively Disabled aims use every conceivable method's to advertise volunteer opportunities locally.

Induction and Training

Volunteers will be inducted prior to commencement of volunteer placement and it will include introductions to other members and other volunteers, fire procedure, volunteer agreement, policies and procedures, time sheets, identification badges, an overview of the organisation and how you fit in as a volunteer.

Mandatory training on safeguarding, health and safety in the workplace and out of the workplace will be organised and proposed dates given.

Other training opportunities will be discussed at regular supervisions and forums.

Volunteers will be given the opportunity to attend taster forums to ensure best experience is gained.

Volunteers will be signposted to the appropriate accredited training wherever possible.

Support and Supervision

Volunteers will be responsible primarily to the executive management committee unless otherwise stated in role description. The executive committee should be approachable at all times and willing to discuss any issues the volunteer may have.

Volunteers will receive regular supervision where possible and support every event.

Short term volunteers will receive supervision sessions as agreed by both parties prior to commencement of volunteering opportunity.

Volunteers will be invited to attend regular team or volunteer meetings and become involved in the promotional activities for volunteering projects.

Volunteers will be entitled to a reference based on the given knowledge and performance of the individual involved.

Expenses

Positively Disabled endeavours to reimburse all out of pocket travel expenses to exclude taxis. This will be paid at 35 pence per mile or the full cost of a bus fare.

All receipts, tickets and other relevant expense documents must be provided at all costs. Without them, you will not be able to get reimbursed.

On submission of expenses you can expect to receive them within seven days.

All expenses must be claimed over a thirty-day period, Positively Disabled has the right to withdraw claims over the thirty-day period at their own discretion.

Reimbursement for subsistence can be met occasionally if the volunteer is required to work away from home for the day. (Evidence provided).

If the volunteers are in receipt of state benefits, they are advised to inform the benefits agency of their volunteering hours and the volunteer coordinator will write to confirm on company headed paper.

Insurance

All volunteers are covered by Positively Disabled's insurance whilst undertaking in any volunteering role authorised and agreed by volunteer coordinator.

It is the responsibility of the volunteer to inform their motor insurance company that they are using their vehicle to escort service users to activities.

Health & Safety

Positively Disabled has a duty of care to avoid at all cost exposing the volunteer to any such risk to their health and safety.

All volunteers are given a copy of Positively Disabled's Health & Safety Policy as part of their induction.

It is also the volunteer's responsibility to inform staff of any Health & Safety issues in and out of the centre as they arise.

Volunteers will also have to attend mandatory Health & Safety in the Workplace training. Unless they are certificated.

Equality and Diversity

Positively Disabled is fully committed to offering equal opportunities to all who access the service regardless of race, gender, age, sexuality, religion or disability. Volunteers will be given a copy of the policy at induction and will be expected to adhere and promote the policy where needed.

Confidentiality

Volunteers will be given a copy of Positively Disabled's confidentiality policy and agreement at induction and will be expected to read and sign both before commencing their volunteering post.

They are expected to inform any executive member of the management committee, of any confidential issues that may arise and treat any issues in the strictest of confidence.

Problem Solving

As soon as any issues or areas of concern arise for the volunteer they will need to discuss it at the earliest possible instance. Positively Disabled has a grievance policy and the correct procedure must be followed to ensure that the issue or problem is solved in the quickest and easiest way possible without causing upset to the volunteer.

This information is also available in other formats