

GIY and GROW HQ Volunteer Policy

Updated February 2019

Volunteer Manager Karen O'Donohoe

Introduction

GIY's vision is to create a healthy, happy, more sustainable world where people grow some of their own food. Our mission is to inspire, support and teach people to grow their own food at home, school, work and in the community.

In line with this mission GIY seeks to involve volunteers to:

- increase our contact with the local communities and projects we support
- ensure our activities and services meet the needs of the GIY Community
- provide new skills and perspectives

Principles

This Volunteering Policy is underpinned by the following principles:

- GIY will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to GIY's work. We consider volunteers to be stakeholder group and would therefore seek to invite representatives to the AGM and consult appropriately with the group during our strategic planning and decision making.
- GIY does not aim to introduce volunteers to replace paid staff
- GIY expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- GIY recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively and safely.

Practice guidelines

- The following guidelines deal with practical aspects of the involvement of volunteers. More detailed information specific to the volunteers that run GIY Groups is provided in GIY's Group Handbook.

Recruitment

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

Volunteer agreements and voluntary work outlines

- Each volunteer will have a volunteer agreement establishing what GIY undertakes to provide them. In addition they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract; GIY has no intention of creating a contract with any volunteers.

Expenses

- Where required, GIY may provide a travel and subsistence allowance for volunteers at events such as Bloom. Regular volunteers to GROW HQ will not be eligible for expenses but all volunteers working a minimum of five hours per day will be provided with refreshments and staff lunch.

Induction and training

- All volunteers will receive an induction into GIY and their own area of work. Informal training will be provided as appropriate and where required this will include health and safety training.

Support

- All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems. The Volunteer Manager is Karen O'Donohoe, who is our Head of Community Development.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning GIY and its work.

Insurance

All volunteers are covered by GIY's insurance policy whilst they are on the premises or engaged in any work on GIY's behalf.

Health and safety

Volunteers are covered by GIY's Health and Safety Policy, a copy of which is available to all volunteers.

Equal opportunities

GIY operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

Problem solving

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. This procedure is:

- Report the issue to the GIY staff member who has been managing the volunteering opportunity
- The Staff member is required to notify the Volunteer Manager about the issue who may, depending on the severity of the issue discuss with the CEO
- The volunteer will be given a formal response to their complaint.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff. A copy of our Confidentiality Policy will be provided to volunteers as appropriate.

February 2019