



## **(WSP) Volunteer Policy**

### **Volunteer Policy**

WSP welcomes volunteers and values the contribution they make to our organisation. Volunteers at WSP are individuals who commit themselves to undertaking a variety of tasks without a contract of employment or financial reward.

### **Descriptions**

Volunteers are individuals providing unpaid assistance, either for a single event or on a more regular short- or long-term basis.

The minimum age for volunteers is normally 16 with no upper age limit.

WSP recognises that volunteers can make an appropriate and valuable contribution to our organisation. In return WSP is able to offer hands-on experience within a non-profit organisation.

Volunteers are selected on the basis of skills, experience, interests, WSP's needs and the person's availability for a particular project.

### **WSP will:**

- Offer voluntary work on an ongoing basis dependent on the individual and the project they are working on
- Provide induction, guidance, training and supervision

### **WSP will not:**

- Offer any enticement or indication of possible paid employment
- Offer any remuneration

### **Supervision**

The first point of contact for volunteers is the responsible tutor or WSP Director. The relevant person (depending on the nature of the placement) will then be responsible for monitoring the volunteer's work, giving feedback and discussing progress. A final debriefing discussion with the responsible tutor or WSP Director will take place at the end of the placement.

### **WSP Policies & Procedures 2019**

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REGISTERED OFFICE. 4, Portland Terrace, Hale Road, FARNHAM, Surrey, GU9 9QX.

## Equal opportunities

WSP strives to be an equal opportunities organisation and is dedicated to creating an environment in which diversity makes a positive contribution.

Volunteers must have an awareness of these issues and will be able to find copies of all WSP Policies and Procedures in their Welcome Pack.

## Relationship between volunteers and paid staff

Volunteers complement the paid workforce but are not a substitute for staff. The presence of volunteers should not undermine the working conditions of staff. WSP intends that relations between paid staff and volunteers will be characterised by mutual trust and clear definition of their respective roles.

## Insurance

Volunteers carrying out their assigned tasks within WSP premises are covered by the Employers' Liability insurance.

## Disputes and complaints

We hope and intend that all periods of volunteering will be happy and rewarding to all parties. Any problems that may arise on either side should in the first instance be resolved through informal discussion, after which they may be brought to the appropriate tutor or WSP Director. If the issues prove to be irreconcilable, either side has the option to terminate the arrangement with immediate effect.

This policy is to be used in conjunction with the **Volunteer Agreement**.

Policy Approved:	Review Date:	WSP Director Responsible for Action:

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## Volunteers Agreement

I accept the VOLUNTARY PLACEMENT that has been offered to me by WSP

I understand and accept the following:

That there is no expectation of employment at the end of my voluntary work.

I hereby undertake the following obligations with respect to my voluntary work with WSP

- To conduct myself at all times in a manner compatible with my responsibilities as the holder of a WSP voluntary position:
- To abide by all WSP internal policies including in relation to confidentiality, equal opportunities, health and safety, etc.
- To keep confidential any and all unpublished information made known to me by WSP during the course of my placement and not to publish any reports or papers on the basis of information obtained during the voluntary work, except with the prior authorisation of WSP
- To contact the appropriate tutor or WSP Director in advance as far as possible if I am absent for any reason
- To provide my address to WSP as well as the name and address of the person to be contacted in case of emergency along with any essential medical information (e.g. allergies);
- At the end of the placement period to return all the items in my possession belonging to WSP

### **In return WSP will:**

Provide induction, guidance, training and supervision;

Provide a reference on completion of the placement, or at any point throughout the voluntary role.

I understand that if any of the above is not adhered to, WSP may decline to issue a letter of reference.

Date: .....

Full Name: .....

Signature: .....

Signed on behalf of WSP.....

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