

Volunteering Policy

Policy statement

Inn Churches relies on volunteers to deliver its services, and they are a crucial part of our organisation. We wish to affirm that even though they are unpaid, our volunteer roles are hugely important to us, we value our volunteers highly and we aim to demonstrate this in the way we treat volunteers.

We are committed to making volunteering as accessible as is reasonably possible, recruiting volunteers safely, ensuring that they are well prepared for their role and supported in delivering that role.

Our volunteering principles

Volunteers should:

- affirm and share the mission and ethos of Inn Churches
- understand that life experience and interpersonal skills are more important than specific qualifications
- agree to follow Inn Churches' policies and procedures
- ensure that if they are using their car during the course of their volunteering, that they hold a valid driving licence, and that their insurance company is notified and provides cover – for the insurers who are signed up to the ABI's volunteer driving commitment this should not incur an additional premium (see <https://www.abi.org.uk/products-and-issues/choosing-the-right-insurance/motor-insurance/volunteer-drivers/>)
- be aware of Inn Churches' complaints policy, in case of any problems

Inn Churches will:

- carefully and safely recruit and select volunteers from all backgrounds in accordance with our Safer Recruitment and Selection and Equality and Diversity policies
- provide a job description for each volunteering role
- provide relevant training for each volunteering role
- provide appropriate supervision and guidance to the volunteer from a member of staff
- reimburse out-of-pocket expenses incurred whilst volunteering, as outlined in our Expenses, Gifts and Gratuities policy
- protect volunteers' healthy and safety in accordance with our Healthy and Safety policy
- ensure that volunteers are covered by our insurance policies whilst carrying out their roles
- encourage, and where appropriate provide, opportunities for personal development
- encourage feedback from volunteers to help improve the work of the organisation

Winter shelter volunteers under the age of 18

Generally we would recommend that under 18s should not volunteer directly with guests at the winter shelter, unless rigorous safeguarding guidelines are adhered to.

The host church should put in place a clear under-18-year-old volunteer procedure with a comprehensive risk assessment. This process should include:

- All under 18s to be supervised by a parent or nominated adult at all times.
- Under 18s are not to be left unsupervised by the responsible adult at any stage.
- Potential guests are risk assessed with under-18 volunteers in mind.
- All **Host Church Coordinators** to be informed if anyone is excluded from the service as a result of breaching the safeguarding children policy.