****

**The National Federation of the Blind UK**

**Volunteer Policy**

**Issue Date: 30 May 2022**

**1. Introduction**

The National Federation of the Blind of the UK (NFBUK) aims to support blind

and partially sighted people and volunteers make a vital contribution to our

work." We recognise the added value that volunteers bring to our organisation and those who use our services. Volunteer involvement in this organisation does not replace or devalue the role of paid staff.

Within **The National Federation of the Blind UK**  volunteers are involved in:

* Management Committees
* Guiding and supporting at specific events
* Running activities
* Representing NFB UK on different panels
* Attending meetings

**The National Federation of the Blind UK** aims to have a reciprocal and mutually beneficial relationship with our volunteers.

* We would encourage their involvement informing and developing our objectives.
* We would encourage volunteers to gain new skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

* the tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities
* the organisation will comply with the Data Protection Act in the use of data held on all volunteers.
* volunteering opportunities will complement rather than replace the work of paid staff.
* volunteers will be provided with regular opportunities to share ideas/concerns with a allocated officer in line with our Support and Supervision Policy.
* all existing and future policies will be checked as to how they affect volunteers.

**2. The Purpose of this Policy**

By adopting this policy **The National Federation of the Blind UK** aims to:

* highlight and acknowledge the value of the contribution made by volunteers;
* reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers;
* recognise the respective roles, rights and responsibilities of volunteers;
* confirm the National Federation of the Blind UK’s commitment to involving volunteers in its work;
* establish clear principles for the involvement of volunteers; and
* ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers;

This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required, for the role of volunteers alongside paid staff. This document and the associated policy, procedures and guidance provide a framework for the involvement of volunteers.

**3. Recruitment and Selection**

Steps to volunteering with us

3.1. Complete our on-line Volunteer Application form

3.2. Make yourself aware of our policies relating to your role as a volunteer:

* Equality and Diversity Policy
* Safeguarding Policy
* Data Protection Policy
* Social Media policy
* Complaints and Grievance Policy

Copies of these can either be obtained from our website or by contacting our head office.

3.3. You will be asked to attend an informal interview )probably on Zoom)

3.4. You may be asked to complete a DBS check

3.5. A role description will be issued on successful completion

3.6. Training will be delivered on-site by supervisors.

**4. Support and Supervision**

* Once placed, we will expect volunteers to comply with existing policies and procedures.
* All volunteers are covered under NFB UK Public Liability Insurance.
* All volunteers will have an induction to their volunteering which will involve an overview of the relevant policies and procedures.
* Following Induction, volunteers will have regular support and supervision meetings with an allocated officer to identify areas for development, or to discuss any issues.
* A record of these discussions will be held as part of the individual volunteer’s records.
* Volunteers can have access to their records at any time.
* Volunteers should discuss any planned expenditure prior to incurring these expenses to ensure that they will be covered by the charity.
* Where volunteers have holidays or other commitments which mean that they cannot attend their normal volunteering, they should advise their line manager to ensure that we can arrange alternative cover. If volunteers require a longer break from their volunteering, they should discuss this with their line manager.
* **The National Federation of the Blind UK** will endeavour to be as flexible as possible to accommodate the needs of volunteers.
* Volunteers can access learning and development opportunities which are relevant to their volunteering role throughout their time with **The National Federation of the Blind UK.**  Opportunities for Learning and Development will form part of the discussions at support and supervision sessions.

**5. Problem Solving**

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with using the organisation’s Disciplinary, Grievance and Dismissal Policy.

**6. Responsibility**

Overall responsibility for the implementation, monitoring and review of the policy and procedures lies with the President of the National Federation of the Blind UK. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.

This policy will be reviewed annually by the Executive Council