



LINK Volunteering Policy

1. Introduction

Scottish Environment LINK is the forum for Scotland's voluntary environment organisations, with over 35 member bodies representing a range of environmental interests with the common goal of contributing to a more environmentally sustainable society. LINK is supported by a voluntary Board of Trustees and on occasion we will be supported by a volunteer on a specific project in furtherance of our work.

LINK involve volunteers directly within the organisation to:

- Form our board of management
- Contribute to specific projects in the delivery of our services
- Provide different skills and perspectives.

This volunteer policy sets out the principles and practice by which we involve volunteers.

2. Principles

LINK

- Recognises that voluntary work brings benefits to volunteers themselves, to the overall aims of the organisation and to paid staff.
- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the work of LINK.
- Will not introduce volunteers to replace paid staff.
- Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- 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.
- Will endeavour to identify and cover the costs of involving volunteers.
- Recognises that the management of volunteers requires designated responsibilities within specific posts.
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible

3. Recruitment

People interested in becoming volunteers with LINK will be invited for an informal talk with the appropriate contact person. Volunteer Board Members will be given a role specific induction, more information can be found in Recruitment and Induction of Trustees.

All regular volunteers (i.e. not those applying to be a Trustee) will be asked to complete a simple registration form indicating the types of work they are interested in and to supply a reference.

4. Volunteer Agreements

Volunteers will receive a volunteer agreement detailing both the commitment from LINK to the volunteer and what we hope they can contribute.

5. Induction and Training

Volunteers will be given induction and training (commensurate with the role and duration of volunteer commitment) and appropriate to the specific tasks to be undertaken.

6. Support

Volunteers will be assigned a named contact person who will provide regular support.

7. Records

Minimum details will be kept on volunteers. This will include the registration form, references, crisis contact, correspondence and any other relevant information in accordance with LINK Data protection policy.

8. Expenses

LINK will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.

9. Insurance

Volunteers will be covered by insurance while carrying out agreed duties.

10. Health and Safety

LINK will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while at work in accordance with our Health and Safety policy.

11. Equal Opportunities

Volunteers and staff will work in accordance with LINK's equal opportunities policy and will prevent discrimination on any grounds.

12. Problems

LINK has a policy to help deal with grievances that volunteers may have. In line with this policy volunteers have the right to discuss any concerns they may have with their named contact at any time.

If the contact person is unable to resolve the problem they will refer the matter to the Chief Officer and ultimately the Board of Directors with the permission of the volunteer.

13. Endings

When volunteers move on from their role at LINK they may be asked to provide feedback on the volunteering experience by way of an exit questionnaire.

On the basis of their voluntary work, volunteers will have the right to request a reference. Volunteers will be supported to move on to other options.