

# 1625 Independent People Volunteering Policy

Note – this policy relates to the recruitment and support of volunteers, other than Board Members and Trustees – that is a separate procedure.

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## 1 Policy position

### 1.1 Purpose

Volunteers are an important and valued part of 1625 Independent People (1625ip). 1625ip aims to provide opportunities for volunteers that are both beneficial for the volunteer and the organisation with the aim of enhancing support for young people.

This policy sets out our approach and aspirations regarding volunteers to ensure that there is a fair and appropriate process at every stage.

## 1.2 Principles

- 1625ip recognises volunteers bring valuable insight and expertise that can inform and add value to our work with young people, which can include a different perspective reflecting the views of the local community.
- 1625ip recognises the specific benefits of supporting young people to use their own experiences and knowledge - to offer support to their peers and the benefits to young people of receiving support from other young people.
- 1625ip commits to involving volunteers in decision-making processes, insofar as possible.
- 1625ip will maintain effective structures to support and develop volunteers and the activities they undertake.
- Colleagues will consider involving volunteers when planning and reviewing services.
- Volunteers will be integrated and treated equally as part of teams.
- Volunteer roles will complement and be additional to the work of paid colleagues.
- All volunteers should have access to appropriate support, training, and development.
- 1625ip will remove or minimise identified barriers to volunteering.
- 1625ip will ensure, through induction and training, that all volunteers understand that they must work within key 1625ip policies, including, but not limited to:
  - Safeguarding of Children and Young People, and Vulnerable Adults
  - Data Protection, including confidentiality and 1625ip Confidentiality Agreements
  - Health and Safety, including Drugs Policy and Lone Working
  - Equity, Diversity, and Inclusion
  - Feedback procedure – Comments, Complaints, Compliments, and Suggestions

1625ip will<sup>1</sup>

- Seek to provide a worthwhile experience, which is rewarding as well as creating value for the charity.
- Undertake DBS checks (enhanced where relevant), as appropriate to the role, request, and check references.

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<sup>1</sup> Except for some non-regular volunteering roles, such as industry mentors, heritage volunteers, or one-off workshop leaders

- Provide an induction for volunteers.
- Provide out of pocket expenses as per the procedure.
- Provide support and supervision to volunteers.
- Encourage and, where possible, enable volunteers to access training.
- Keep records of volunteers' work and training
- Provide a reference, if asked, for people who have volunteered for at least 6 months

## **2 Statutory / regulatory considerations**

1625ip's volunteering streams are embedded within several contracts (this will vary from time to time), which need to be recognised in the planning and delivery of volunteering programmes.

Volunteer rights and responsibilities are set out in the 'Volunteer Agreement', which is their formal agreement with 1625ip.

Volunteers, like paid colleagues, should be able to carry out their duties in safe, secure, and healthy environments, free from harassment, intimidation, bullying, violence, and discrimination. There is a framework of policies intended to protect and facilitate all, including volunteers. All volunteers are covered under 1625ip Public Liability insurance.

Effective procedures ensure that under no circumstances will a contract of employment exist.

## **3 Scope and definitions**

### **3.1 Scope**

This Policy applies to all paid colleagues, volunteers, those on work experience, students on placement and young people who use our services as relevant.

Out of scope is the recruitment, support, and training of volunteer Board Members and Trustees; there is a separate procedure relating to those voluntary roles.

## 3.2 Definitions

A **'Volunteer'** is defined as someone who commits time and energy for the benefit of others, who does so freely, through personal choice and without expectation of financial reward, except for the payment of actual out of pocket expenses.<sup>2</sup>

A list of all the current volunteering opportunities at 1625ip can be found in the Volunteering Procedure, although the list will change as new opportunities are sought and developed.

A **'colleague'** for the purposes of this Policy and the associated Procedure, is an employee of 1625ip

## 4 Responsibility

The Chief Executive Officer and Strategic Leadership Team are responsible for:

- Setting strategic policy aims and objectives
- Ensuring legislative, regulatory, and contractual requirements are fully met and delivered throughout operational procedures
- Reporting to Board, and associated sub-committees, as per terms of reference
- Ensuring commissioned services, funding, management agreement, and lease requirements are met, as applicable
- Delivering policy reviews, including consultation with key stakeholders as relevant.
- Strategic liaison with commissioners, funders, and property owners
- Ensuring budgets are adequately set to effectively deliver the policy
- Monitoring Key Performance Indicators across the organisation and reporting to relevant parties; ensure plans to improve performance where required

Team managers are responsible for:

- Leading teams to embrace a commitment to quality and continuous improvement
- Monitoring compliance of teams against relevant legislation, regulations, and key performance indicators, including those externally and internally set
- Ensuring that all necessary paperwork is current, relevant and in place

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<sup>2</sup> Volunteering England fact sheet – Health and Safety of volunteers

Volunteer Coordinators<sup>3</sup> are responsible for:

- Day-to-day delivery of the volunteer programmes
- Collaboratively working with the Coordinator/Manager of the Third Party or Partner Organisation placing volunteers with 1625ip to clearly agree who will provide supervision, support, and be the safeguarding lead for the relevant volunteers

Colleagues are responsible for:

- Welcoming and valuing volunteers, providing a key part of induction
- Understanding the role of a volunteer

## 5 Equality statement

1625IP aims to design and implement policy documents that meet the diverse needs of our young people and colleagues, ensuring that none are placed at a disadvantage over others. It considers the provisions of the Equality Act 2010 (including the Public Sector Equality duty) and advances equal opportunities for all.

This document has been Equality Impact Assessed (EQIA) to ensure that no one receives less favourable treatment on the protected, characteristics of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, 1625IP has due regard to the different needs of different protected equality groups in their area. This applies to all the activities for which 1625IP is responsible, including policy development, review, and implementation.

## 6 Reviewing policy (and procedure)

Policies and procedures are reviewed regularly and in consultation with colleagues, Board, young people, Unison, or other identified stakeholders as relevant, through:

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<sup>3</sup> This includes roles such as Volunteer Coordinator, Community Mentoring Coordinator, Supported Lodgings Coordinator

- Team briefings, team meetings and development days
- Board / Committee meetings
- Independent People Ambassadors, 1625 Connects events and other young people's meetings as appropriate
- Stakeholder feedback processes

## 7 Links

This Policy links to:

- Safeguarding of Children and Young People, and Vulnerable Adults
- Data Protection, including confidentiality and 1625ip Confidentiality Agreements
- Health and Safety, including Drugs Policy and Lone Working
- Equality, Diversity, and Inclusion
- Feedback procedure – Comments, Complaints, Compliments, and Suggestions
- Code of Conduct

## 8 Communication of policy

This Policy is available electronically and is accessible to all people involved with 1625 Independent People. Communicating policy content occurs at induction for new starters or to everyone when a policy has been updated, e.g., via the Team Brief.

Where relevant, young people using our services are given a summarised version at commencement of service and / or in the Young People's Handbook, which is available on-line [Young Person's Handbook - 1625 Independent People : 1625 Independent People \(1625ip.co.uk\)](https://www.1625ip.co.uk)

Copies are available on request.

If you would like this document in a different, more accessible format please ask.

## 8 Document history

Version #	Owner	Issued date	Date of next review
2	Operations Director	April 2024	April 2027