

PP 14 VOLUNTEER POLICY

The purpose of this policy is to clearly state the arrangements in relation to volunteer recruitment and management at GMDT.

1. About this policy

Volunteers are vital to the work of GMDT. We have a range of volunteering opportunities, some attached to specific, time-limited projects, some to regular events and others on a more open-ended basis.

- Volunteers are essential to the achievement of the GMDT mission. We recognise their importance by actively encouraging and supporting them and ensuring that they are treated with fairness and consistency.
- GMDT recognises that volunteers expect satisfying work and opportunities for personal development and we try to meet these expectations.
- GMDT recognises that volunteers often need flexible arrangements with regard to time and level of commitment and we will try to work within these constraints.

2. Recruitment

- We will use appropriate means to advertise for volunteers, including through our website and via current projects and events. We may also use our partners to help us contact a wider range of people for specific opportunities.
- We welcome volunteers from all sectors of society in accordance with our Equal Opportunities and Diversity Policy. Volunteer applicants will have to complete an application form (help can be given with this if necessary).
- All volunteer roles will be clearly defined. If an applicant is not deemed suitable for the role for which they have applied, we may suggest an alternative role or hold the application until a suitable opportunity becomes available.

3. Induction and Training

- Volunteers will receive a copy of the Volunteer Handbook and will be introduced to the project coordinator of the project on which they will be working.
- If necessary, training will be arranged but it is the responsibility of the project coordinator to ensure that the volunteer is fully equipped to carry out their role.
- If a volunteer wishes to develop their skills further then other opportunities may be offered if available.

4. Support and Supervision

- The project leader will support their volunteers and meet with them to discuss any problems or issues that may arise. If a volunteer feels they are not receiving the support needed they can contact the Community Director responsible for volunteering.

5. Insurance

- The Charity has a valid insurance policy, a copy of which is available on request

6. GMDT POLICIES RELEVANT TO VOLUNTEERS

(Copies of these policies are available on request)

Equal Opportunities

Volunteers are covered by the GMDT equal opportunities policy.

Health and Safety

GMDT has a legal Duty of Care to volunteers who are covered by the GMDT health and safety policy.

Confidentiality and Data Protection

Our Privacy Policy applies to volunteers and staff. It prohibits the unauthorised disclosure of personal information to a third party. We keep basic personal information on our volunteers in order to support and manage them. Volunteer records are confidential within the organisation and are not shared with any third parties. You may request to see any records held on you by GMDT.

7. Photographic use consent

By signing our volunteer agreement, you are giving permission for the Charity to use any image of you photographed during your voluntary activities or at GMDT events. These images may be used for display on our website, in documents or for any other publicity purpose; for example, in newspaper articles or other publications. If you do not wish to give your consent, please let your project co-ordinator know as soon as possible.

8. Expenses

As we value our volunteers and want to ensure that there are no barriers to volunteer involvement, we will endeavour to cover out-of-pocket expenses, if needed, but this at the discretion of the Project lead. A volunteer must discuss the need for expenses with the project coordinator prior to incurring any costs. To claim expenses, an expenses form must be completed and sent to the GMDT office.

9. Resolving Problems

We want our volunteers to enjoy their work with us and to feel a sense of achievement.

If a volunteer is dissatisfied with any aspect of their work they should:

1. Initially explain their dissatisfaction to their project co-ordinator
2. If that does not resolve the concern then the relevant interest group director should be consulted.
3. If that does not resolve the concern then a meeting will be arranged with the Community Director with responsibility for volunteering
4. If the problem remains unresolved it may be inappropriate for the volunteer to continue their role
5. At all times the volunteer will be able to state their case freely and have a friend to accompany them to any meeting attended

If GMDT has concerns about a volunteer, it will be dealt with by:

1. the relevant project co-ordinator who will meet with the volunteer to explain the concerns.
2. If this does not resolve the concern, the Community Director with responsibility for volunteering will meet with the volunteer.
3. If the concern is not resolved then we shall have to stop using the volunteer's services
4. At all times the volunteer will be able to state their case freely and have a friend to accompany them to any meeting.

10. Agreed by Board on 8th December 2025

11. Next Review (Review every 3 years) January 2028