**WORK PLACE CHAPLAINCY SCOTLAND**

**Listening & caring - in confidence**

**VOLUNTEER POLICY**

**About this Document**

The purpose of this document is to set out the policy and procedures by which volunteers can contribute to the work of Work Place Chaplaincy Scotland, and to provide guidance to staff engaged in managing volunteers.

**Objectives of a Volunteer policy**

Our intention is always to welcome every individual and treat them with respect. We will always endeavor to work for the good of our community, helping to raise self-esteem and aspirations wherever possible.

**Why are Volunteers Needed and Valued?**

Depending on the nature of the task and the skills involved, this work may be undertaken by volunteers, with appropriate training and supervision. The knowledge, goodwill and enthusiasm of volunteers is often crucial to the success of a project. Volunteers have a variety of educational and cultural backgrounds. They can be motivated by a sense of calling and community spirit.

**Volunteer Recruitment**

Recruitment of volunteers can be by a variety of means, but is often made by word of mouth or formal and informal contact within the community. It may be through newsletters, leaflets, Open Days or advertising. Recruitment may also be determined by a particular task or a specific request.

Each volunteer will be required to:

* be a person of faith with an active church involvement
* attend a WPCS Introduction Day
* be interviewed for suitability by the appropriate regional organiser
* fill in an application form and provide two references, one from their current Church leader or pastor (indicating a current live Church connection) and one other
* complete a personal information sheet to ensure that contact details are provided in the case of an emergency
* complete a Basic Disclosure application (refundable from WPCS)
* if required, become a member of the PVG scheme through Disclosure Scotland
* undertake a shadow placement and further training as agreed with their Regional Organiser
* sign to indicate that they are conversant with and assent to Work Place Chaplaincy Scotland's policies and Code of Good Practice.

**Refusal of an Application**

**NB:** Work place chaplaincy is a very specific calling and requires a number of skills and attributes which not all volunteers may possess, even if they personally believe they do! It is the responsibility and right of WPCS management to discern and confirm, or otherwise, the presence of that calling and skillset in individual volunteers.

Where a Regional Organiser does not believe a volunteer is suitable, the application will not be pursued. At this point the individual may request an interview with the Chief Executive Officer. This interview will be minuted and the individual provided with a written reply and a copy of the minutes within seven days of interview.

**Benefits of being a Volunteer**

Volunteers have the opportunity to contribute to the functioning of Work Place Chaplaincy Scotland and can become actively involved in its participation of the organisation. Voluntary work offers the chance to utilise existing expertise or specialist knowledge, and to gain new skills. Volunteering creates new opportunities to make new friends, socialise and extend one’s network of contacts. Volunteering offers the chance to be consulted on and help shape our future.

**How do Volunteers work?**

Wherever possible, the individual skills and interests of the volunteer will be matched to the requirements of a particular task. The requirements and expectations of a particular project will be made clear from the outset. Volunteers will be consulted about the progress and conditions of their work and their valued contribution will be acknowledged. Volunteers will also be involved in any appropriate team training activities.

**Expenses**

Once accepted by WPCS, volunteers will be reimbursed for all reasonable and agreed out of pocket expenses. Receipts must be provided. In cases where mileage is claimed, the rate of 25p per mile will be paid in order to avoid any potential liability to tax and NI for either WPCS or the volunteer. In cases where the mileage is - by necessity - very large, claiming the higher rate of 45p per mile may be discussed with a Regional Organiser.

**Management and Training**

Proper supervision and training are essential to success and will ensure high quality outcomes. The appropriate training guarantees that volunteers have the relevant skills to undertake the task at hand. Formal training in advance may be given where volunteers are working where specialist skills may be required, or which involve more than one person. A paid member of staff is responsible for the management and training of all volunteers. Any volunteer that feels 'out of their depth' should raise this with their line manager at the earliest possible opportunity.

**Confidentiality**

Volunteers are required to always work within the bounds of WPCS Confidentiality Policy, although if they perceive that an individual is in danger of harming themselves or others, they should notify the individual concerned that they will need to pass that information on to a paid member of Work Place Chaplaincy Staff as soon as possible; and that the information may need to be passed on to statutory authorities.