

Volunteering Policy

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The Role of the Volunteer

Before recruitment of volunteers, Cornerstones Foundation will establish the need and develop a description of the role that the volunteer will deliver. Once placement commences, an identified person will be nominated to support the volunteer.

Appointing Volunteers

Volunteers working directly for the organisation, i.e. not supplied through a Volunteer Agency, who will discharge the quasi-employer's responsibilities, will be selected using a structured recruitment process, and will, as a minimum include:

- DBS check, prior to the commencement of volunteering on behalf of Cornerstones Foundation
- Verification of suitability, employment/volunteering history and background via references, prior to the commencement of volunteering on behalf of Cornerstones Foundation
- Personal standards as would be applied to employed staff, via discussion
- Ability to work within the team of employed staff, via discussion
- Ability to work according to the standards and practices of the organisation, via discussion

All volunteers are to be issued with, or directed to read, all non-employment related policies and procedures of Cornerstones Foundation, for example General Data Protection Regulations and Financial Procedures.

Volunteers will not have a contract as they are not considered to be employees. However, a written volunteer agreement should be signed to clarify the intended role.

Voluntary appointments should be regularly reviewed and can be discontinued immediately if there are concerns regarding the risk of harm to others caused by a volunteer and safeguarding procedures must be followed.

Volunteers must be insured for the activities they undertake on behalf of Cornerstones Foundation provided they are within the guidelines agreed by the Foundation and within the time scales of their hours.

Approval to Appoint Volunteers

The Board of Trustees, or the Chief Executive on their behalf, may approve the appointment of volunteers and the role descriptions relating to those appointments.

Expenses

Although voluntary work is freely given with no expectation of payment, volunteers should not be out of pocket because of their contribution. Therefore, reasonable authorised expenses may be paid on production of a claim form and receipts however this is at the discretion of Cornerstones Foundation



and must be agreed in advance of expenses being incurred, and be in line with the Foundation's payments and expenses procedures.