



Volunteering Policy

The Parish of Christchurch – Christchurch Priory, St George's, Jumpers, and St John's Purewell

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POLICY TITLE

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1 Purpose of the policy

This document provides a framework to promote the welfare and management of activity of all those volunteering in the Parish of Christchurch.

2 Volunteers

We value the contribution our volunteers make to life in the Parish of Christchurch and this policy will show the care and thought used to ensure the right protocols are in place to support them and the important part they play. It is understood that volunteers provide resources complementary and in addition to paid staff. Although a volunteer is not an employee and has no contract of employment, the Parish of Christchurch will provide a role description, outlining expectations and requirements. The Parish of Christchurch will always try to provide work for volunteers, but it is not bound to do so, and volunteers are free to refuse work. To help workflow, it is expected that both the Priory and volunteers will give as much notice as possible if unable to meet agreed expectations.

2.1.1 Volunteer Roles.

Role descriptions outlining duties skills/experience needed for each volunteering opportunity will be provided. Some roles may require training or criminal records check and a volunteer will always undergo a trial period to ensure both they and the Priory volunteer role are compatible.

2.1.2 Recruitment.

Every volunteer will be asked to fill out an application form and these details will be kept centrally within the Parish of Christchurch database and in accordance with GDPR legislation (see data and privacy policy) A potential volunteer will always be invited to meet with a Volunteer Section Head responsible for the group to ensure suitability for the role. They will also be asked for references and depending on the area of work may need to undergo a disclosure and barring service (DBS) check.

We will provide every volunteer with a volunteer Pack which includes.

- An outline role description
- Volunteer Guidelines

An induction to the Priory and the role will be provided at the first opportunity, along with any necessary training.

2.1.3 Support

Each volunteer will be supported by a volunteer section head. Regular communication will be setup and a review meeting after the first three

months. If a volunteer has any queries or would like to change their work, they can discuss this with the volunteer section head.

2.1.4 Resolving Problems

The Volunteer Section Head will try to resolve any problems informally as soon as feasible. If this is not possible a formal complaint can be made in writing to the Chief Operations Office. Where complaints are received about the conduct of a volunteer, the volunteer in question will be asked to cease their usual role until the facts of the complaint have been fully investigated. The final decision as to whether the volunteer remains in the role will be that of the Chief Operation Office or the Incumbent if appropriate.

2.1.5 Terminating the role arrangement

Either the Priory or the volunteer can terminate the role arrangement with or without notice at any time,

3 Confidentiality

Volunteers may become aware of confidential information about the Parish of Christchurch, its staff, visitors, and suppliers. This should not be disclosed or used for their own or others benefits without the consent of the party concerned. This does not prevent disclosure once the information is in the public domain (unless it has been made public by a volunteer's breach of confidentiality) or where the law permits or requires disclosure. All volunteers are required to familiarise themselves with the Parish of Christchurch Privacy and Data Protection Policy.

All media enquiries should be referred to the Incumbent
vicar@christchurchpriory.org

4 Health & Safety

The Parish of Christchurch expects all volunteers to familiarise themselves with the Health & Safety Policy. (Can be found at www.christchurchpriory.org) It has a duty for the health and safety of its volunteers. At any age, where a health and safety risk is identified, a review will be undertaken with the volunteer to determine whether the volunteering arrangement should continue. There may be instances where some volunteer groups expect their members to resign from active volunteering at a specific age. Volunteers have a duty of care to themselves, and others affected by their actions and should follow the health and safety policy and procedures at all times. Volunteers are not expected to act outside their area of work and should make sure they report all accidents to both the volunteer section head and the Verger on duty.

5 Policies and Procedures

Volunteers are expected to observe all of the Parish of Christchurch's policies when on the premises and carrying out their volunteering duties. Their induction will include an explanation of these policies and procedures.

6 Insurance

Christchurch Priory provides professional and public liability insurance for volunteers as long as they have been properly registered and are included in the database. However, this will not cover unauthorised actions or actions outside the volunteering arrangement.

7 Safeguarding

The Parish of Christchurch takes its safeguarding responsibilities very seriously and expects its volunteers to familiarise themselves with the Safeguarding Policy (found on the website www.christchurchpriory.org) All volunteers must undergo safeguarding awareness and or training up to the level required for their particular volunteer role.`

Associated Policies	
(Governance)	<div>Top Level Policies</div> <ul style="list-style-type: none">• Safeguarding• Equality & Diversity• Risk Register• Data Protection• Stakeholder Feedback• Complaints• Health & Safety

