

 <p>The logo for Dollar Community Development Trust features the word 'DOLLAR' in a curved banner at the top. Below it is a stylized illustration of a yellow house with a green roof, set against a background of green and blue wavy lines. The words 'COMMUNITY DEVELOPMENT TRUST' are written in a smaller font below the house.</p>	<h2>Volunteer Policy</h2>
<p>Company no: 563463 Charity no: SC047335</p>	<p>Created: March 2018 Revision date: March 2020</p>

Dollar Community Development Trust is committed to providing meaningful volunteering opportunities for people to take part in the Trust's own projects and to encourage and support other local organisations to develop their own volunteering activities. We recognise that volunteers bring new skills and fresh perspectives and help us to better understand and meet the needs of the diverse community that we serve.

1. Our principles

Dollar Community Development Trust:

- Recognises that voluntary work brings benefits to volunteers themselves, to service users and to paid staff.
- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the organisation's work.
- Will ensure that volunteers undertake health and safety training appropriate to their role
- Will not introduce volunteers to replace paid staff.
- Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- Will endeavour to offer opportunities for participation by people who might otherwise be excluded and provide appropriate support to encourage diversity and inclusion.
- Will endeavour to identify and cover the costs of involving volunteers.
- Recognises that the management of volunteers requires designated responsibilities within specific posts.
- Understands the need to acknowledge and celebrate the activities of our volunteers and encourages participation in the Saltire Award

2. The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning Dollar Community Development Trust and our work and to participate in the Trust's volunteer forum meetings.

3. Equal Opportunities

Dollar Community Development Trust operates an equal opportunities policy in respect of both paid staff and volunteers, a copy of which can be found in the Volunteer's Handbook. Volunteers will be expected to have an understanding of, and commitment to, our equal opportunities policy.

4. Recruitment

We operate a fair and equal recruitment process that open to everyone from all backgrounds and areas of the community. *Where appropriate, volunteers will be asked to undergo disclosure checks as outlined in our Adult Protection Policy and Child Protection Policy*

5. Insurance

All volunteers are covered by Dollar Community Development Trust's insurance policy whilst they are on the premises or engaged in any work on our behalf. A copy is displayed in the Trust's premises

6. Health and Safety

Volunteers are covered by the Trust's Health and Safety Policy, a copy of which can be found in the Volunteer's Handbook. All volunteers must undertake health and safety training as appropriate to their role. This will be recorded and the record signed by the volunteer.

7. Problems

The Trust has a policy to help deal with grievances that volunteers may have. In line with this policy, volunteers have the right to discuss any concerns they may have with their named contact at any time. Should the contact person be unable to resolve the problem, they will follow the procedure laid down (see Volunteer's Handbook).

The Trust also has a code of conduct and a policy on how it will deal with any disciplinary issue regarding a volunteer (see Volunteer's Handbook).

8. Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff. A copy of the confidentiality policy can be found in the Volunteer's Handbook.

9. Expenses

All reasonable out of pocket expenses will be reimbursed, including car mileage and meal allowances when undertaking Trust work away from Dollar, in line with the Trust's expenses and gifts policy. For non-mileage claims, VAT receipts should be obtained.

10. Endings

Volunteers will be able to end the agreement to volunteer at any time with a suitable period of notice if able to do so. On the basis of their voluntary work, volunteers will have the right to request a reference if they have completed three months volunteering.