Selsey Community Forum
Volunteers Policy

Policy Statement

Selsey Community Forum values the contribution made by volunteers and recognises the important role they play in supporting the Charity's activities and services. This Policy sets out the principles and arrangements that apply to volunteering with Selsey Community Forum and aims to ensure that volunteers are appropriately supported, treated fairly and understand what is expected of them.

Volunteer Status

Volunteering with Selsey Community Forum is undertaken on a voluntary basis and is not intended to create a contract of employment or worker relationship. Volunteers are not employees and do not receive pay or employment benefits for their volunteering. Nothing in this Policy or any volunteer agreement is intended to create legally binding contractual obligations between Selsey Community Forum and a volunteer. Reasonable expenses may be reimbursed in accordance with the Charity's arrangements.

Role of Volunteers

Before recruiting volunteers, consideration must be given to the appropriateness of the role envisaged, bearing in mind the following:

- The roles of volunteers and those of staff should be distinct.
- Volunteer roles should complement the work of paid staff and should not normally be used as a direct substitute for established paid employment.
- Volunteer roles should provide a meaningful and appropriate opportunity for the volunteer while also meeting an identified need of Selsey Community Forum.
- Where the creation or significant change of a volunteer role is likely to materially affect existing staff or volunteers, appropriate consultation should take place where relevant.
- Each volunteer role should normally have a clear role description setting out the main activities, responsibilities, skills or experience required, supervision arrangements and any relevant safeguarding or training requirements.

Recruitment and Selection

Volunteers will be recruited using a fair and proportionate process appropriate to the nature of the role. Selection will be based on the individual's suitability for the volunteering opportunity and the requirements of the role. Where appropriate, staff or volunteers responsible for supervising the role may be involved in the selection process. Applicants will be given clear information about the volunteering opportunity and the expectations associated with it.

Appropriate pre-volunteering checks, including references or DBS checks where the role is legally eligible and they are required, may be undertaken depending on the nature of the role and applicable safeguarding requirements. An initial review period may be used where appropriate to allow both Selsey Community Forum and the volunteer to consider whether the volunteering arrangement is suitable. This does not create an employment relationship or contractual entitlement to continue volunteering.

Where Selsey Community Forum decides that an individual is not suitable for a particular volunteering opportunity, this will be handled sensitively and appropriately.

Induction and Training

Volunteers will receive an appropriate induction relevant to their role. This may include information about Selsey Community Forum's activities, key contacts, safeguarding, health and safety, data protection, confidentiality, expected standards of behaviour and any role-specific procedures or training. Additional training, guidance or support may be provided where the volunteer's role or responsibilities change. Volunteers will be given access to the Volunteer Handbook and other policies and procedures relevant to their role.

Conditions

- Volunteers will be kept appropriately informed about significant organisational, policy or operational changes that materially affect their volunteering role and will be consulted where appropriate.
- Selsey Community Forum will seek to provide a safe, respectful and supportive environment for volunteers. Relevant organisational policies and procedures will apply to volunteers where appropriate to their role and status. Volunteers should not assume that employment policies or statutory employment rights applying to employees also apply to volunteers. Selsey Community Forum will maintain appropriate insurance arrangements relevant to its volunteering activities, subject to the terms and conditions of the applicable insurance policies.
- Reasonable expenses necessarily incurred while carrying out authorised volunteering activities may be reimbursed where approved and supported by appropriate evidence, in accordance with Selsey Community Forum's expenses arrangements. Where a volunteer uses their own vehicle for volunteering activities, they must hold a valid driving licence, appropriate insurance for the use being undertaken and ensure the vehicle is roadworthy and legally compliant. Evidence may be requested where appropriate
- Selsey Community Forum aims to make volunteering opportunities inclusive and accessible. Where a volunteer has a disability, health condition or other support need, the Charity will consider appropriate and practicable adjustments or support to enable them to participate safely and effectively.
- Volunteers are encouraged to provide feedback and suggestions about their volunteering experience and the services or activities in which they are involved.
- Smoking and vaping are not permitted within Selsey Community Forum premises or other areas where prohibited by law or applicable site rules. Volunteers must comply with any relevant smoking and vaping requirements while undertaking activities on behalf of the Charity.

Volunteer Concerns

Volunteers are encouraged to raise any concerns relating to their volunteering with their Project Lead, manager or other appropriate contact in the first instance. Selsey Community Forum will seek to resolve concerns fairly and informally where possible. Where a concern cannot be resolved informally, it may be referred to an appropriate senior person or Trustee for consideration under the Charity's applicable volunteer or complaints arrangements. The employee Grievance Policy does not automatically apply to volunteers.

Conduct and Responsibilities

Volunteers are expected to:

• treat staff, other volunteers, service users and members of the public with dignity and respect
• follow policies, procedures and reasonable instructions relevant to their role
• maintain appropriate confidentiality and comply with data protection requirements
• comply with safeguarding and health and safety arrangements relevant to their activities
• maintain appropriate professional boundaries
• declare any relevant conflict of interest, and
• report safeguarding, safety or other serious concerns promptly through the appropriate route.

Where serious or repeated concerns arise regarding a volunteer's conduct, suitability or ability to fulfil the role, Selsey Community Forum may review or end the volunteering arrangement.

Ending a Volunteering Arrangement

Either the volunteer or Selsey Community Forum may end the volunteering arrangement at any time. Wherever reasonably practicable, concerns will be discussed with the volunteer before the arrangement is ended, although immediate action may be appropriate in serious safeguarding, conduct or safety circumstances. Volunteers leaving Selsey Community Forum should return any Charity property, equipment, documents or access credentials provided to them.

Other Matters

Volunteers will be given access to this Policy, the Volunteer Handbook and any other policies or procedures relevant to their role as part of their induction.

This policy will be reviewed at least annually and sooner where appropriate, including where there are changes in legislation, safeguarding requirements, organisational arrangements or volunteering practices.

Version Control

Version Number	Date of Update	Amendments
1.0	October 2025	Policy reviewed
2.0	October 2026	Reviewed and updated in line with current guidance