



CHILDREN'S CANCER RESEARCH FUND

## Friends of Rosie Children's Cancer Research Fund Volunteer Policy

MAY 2022

**Charity Registration Number: 1046278**  
**<https://www.friendsofrosie.co.uk/>**

## Introduction

Friends of Rosie is a volunteer-led charity that provides funding for children's cancer research to get new ideas off the ground. Without our help many research projects would never get underway, meaning critical breakthroughs in childhood cancer research being left undiscovered.

We want to ensure that every penny donated to us is spent in the most effective way to benefit childhood cancer research. And we do that by being volunteer-led (all our Trustees are volunteers) and keeping our overheads to an absolute minimum with only one part time member of staff and donated office space. Because of this we can guarantee that almost every penny donated will go directly on funding research.

## Purpose of this document:

This document sets out the key principles and objectives regarding our relationship with volunteers. It provides a framework for best practice and the positive relationship we wish to have with volunteers.

A volunteer policy is a document that sets out the overall principles that will govern how the volunteer programme is run. It acts as a central hub from which other policies and procedures spring for example, equal opportunities and health and safety.

## What is a volunteer?

Volunteers are individuals or groups who offer their time, experience, knowledge, and skills without financial gain, helping us to achieve our objectives and/or provide a benefit to the community.

## Guiding principles:

There are a number of guiding principles that we will work within including:

- We will work within our existing policy and practice around equality and diversity with volunteers
- We will provide a volunteer agreement to all volunteers
- We will make information available to enable volunteers to claim expenses
- We will advise volunteers of their rights under data protection legislation
- We do not regard volunteers as unpaid staff and do not advocate or practise the use of volunteers instead of paid staff. We will not expect volunteers to undertake inappropriate responsibilities.
- We will offer suitable induction, training and support for volunteers
- We expect a high level of good behaviour and conduct in both our management of volunteers and from volunteers themselves
- Relevant policies will be made available to volunteers and form part of the induction process.

Whilst these are guiding principles the practice may vary depending on the volunteering role and setting. For example, it may be possible for a volunteer to claim expenses on the day they volunteer in some settings and not in others. At all times however, we will try to ensure that we are flexible to ensure that the needs of volunteers are met.

## Recruitment and selection

Our recruitment message is positive and reflects diversity and accessibility. Where resources allow volunteers will be recruited in a pro-active way, through local volunteer centres and in public venues with the intent of broadening and expanding volunteer involvement.

Selection processes will be open and accessible. We ask potential volunteers to complete an application form and we then arrange an informal interview with them. If the applicant volunteers with another charity, we will ask that organisation for a reference. The aim is to ensure Friends of Rosie is a good match for their skills and experience, and to explore the volunteering opportunities available to them with the charity. This is a fair and transparent process so that we can build a positive relationship with our volunteers and ensure they enjoy the role.

If, following risk assessment of the role, a Disclosure and Barring Service (DBS) disclosure is required then this will be completed before a volunteer may have substantial access to children, young people or vulnerable adults.

### **Standards of behaviour**

Our volunteer welcome information highlights the standards of behaviour we require volunteers to meet. It incorporates the existing laws, regulations and conditions of volunteering that the volunteer should be most aware of in their role of volunteering for us.

### **The role description**

Volunteers will be provided with a role description. This will be revised periodically to ensure it remains relevant and mutually acceptable. It will identify the person who will support them, the activities to be performed and the hours contributed.

### **Induction, support and training**

We recognise that volunteering is not only satisfying and enjoyable but can also be demanding and responsible. It can require certain skills and personal qualities. We aim to make sure volunteers are properly supported and trained by providing an induction. This allows volunteers to provide feedback to us as well as their supervisor providing information and feedback to the volunteers themselves.

Appreciation will be shown for the volunteer's contribution as appropriate. A reference will be given to volunteers on leaving their volunteering role and supplied to others on written request.

### **Confidentiality and Data Protection**

Some aspects of the volunteer's role and function may be confidential.

Personal information about volunteers will be maintained in line with our data protection procedures and confidentiality policy.

### **Equal Opportunities & Diversity**

Friends of Rosie intends to draw upon as wide a pool of volunteers as possible. All volunteers will have access to our Equality and Diversity Policy.

### **Reimbursement of Volunteer Expenses**

Friends of Rosie recognises that volunteers should not lose out financially as a result of their volunteering activities.

A clear procedure is provided on the reimbursement of agreed out of pocket expenses. These may include travel, meals whilst volunteering, safety equipment or clothing that has been previously agreed, childcare or other care costs if previously agreed. An expenses claim form is available from the Friends of Rosie Communications Manager.

### **Grievances**

Friends of Rosie aims to resolve any problems or difficulties that volunteers may have whilst placed within the organisation fairly and quickly in line with current policy.

### **Working with vulnerable people**

Volunteers involved in activities for vulnerable adults or children may need particular support, advice and training. They will be made aware of the special requirements of the role and behaviour which is not acceptable.

### **Health and Safety**

Health and Safety Policy should be followed by volunteers and may vary in line with current policy.

### **Valuing the contribution of Volunteers**

The achievements and practical contribution of volunteers will be recognised appropriately and with the agreement of volunteers, including in the media.

**Review date**

This policy will be reviewed each year by the Trustees.

If you wish to contact us, please send an email to [info@friendsofrosie.co.uk](mailto:info@friendsofrosie.co.uk), write to Friends of Rosie Children's Cancer Fund, c/o Slater Heelis LLP, 86 Deansgate, Manchester, M3 2ER or call 0161 834 7333/07887 932293.