

Volunteer Policy

Volunteer Commitment

This volunteer policy describes the arrangement between the Carlisle Diocese Board of Finance (CDBF) and you. The purpose of this policy is to clarify the terms on which volunteers carry out tasks for the CDBF. The policy does not constitute, either implicitly or explicitly, a binding contract of employment or a contract for services. The CDBF reserves the right to change any aspect of this policy at any time. Thank you for volunteering with us, we will do the best we can to make your volunteering experience with us enjoyable and rewarding.

Definition of "Volunteer"

A volunteer is someone who, without compensation or expectation of compensation beyond reimbursement of expenses incurred in the course of their volunteer duties, performs a task at the direction of and on behalf of the CDBF. Volunteers are not employees of the CDBF and do not work under a contract for services. Volunteers have no employment rights such as paid sickness and holidays. They undertake to carry out specific tasks on behalf of the CDBF but are under no obligation to offer their services. Similarly, the CDBF is not obliged to offer them work.

Representation of the CDBF

Prior to any action or statement that might significantly affect or obligate the CDBF, volunteers should consult and obtain prior approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other CDBFs, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations. Volunteers are not authorised to act as representatives of the CDBF unless this is explicitly stated.

Criminal Records Checks

As appropriate for the protection of clients, volunteers in certain assignments may be asked to submit to a criminal record check. Volunteers who do not agree to the background check may be refused the assignment.

Insurance

Personal liability and accident insurance is provided for all volunteers engaged in the CDBF's business (excluding normal motor insurance). In respect of motor vehicle insurance cover, volunteers are responsible for consulting with their own insurers regarding the extension to include volunteer work. They may be required to produce evidence of this cover.

Our commitment to you:-

- To agree with you tasks, roles and expectations
- To be as flexible as possible when you need to change the times you are able to help us
- To provide you with the necessary induction, training and information about the CDBF and your role within it
- To support you if you wish to say "no" to additional tasks or responsibilities
- To provide you, when appropriate, with opportunities to develop knowledge and skills
- To provide you with support and guidance from your point of contact
- To provide you with an open and fair complaints procedure
- To keep you informed about the work of the CDBF
- To reimburse approved expenses in relation to your volunteer role once receipts have been provided

- To provide adequate insurance cover for volunteers whilst undertaking volunteering activities approved and agreed by us
- To provide adequate training and feedback in support of our health and safety policy
- To ensure all volunteers are supported in accordance with the CDBF equal opportunities policy

Your commitment to the CDBF:-

- To perform your volunteering role to the best of your ability
- To attend induction, information, training and support sessions appropriate to your volunteer role
- To follow the CDBF's procedures and policies, including health and safety, confidentiality and equal opportunities
- To be responsible, under the Data Protection Act 1998, for maintaining the confidentiality of all proprietary or privileged information to which you are exposed whilst serving as a volunteer, whether this information involves a member of staff, volunteer, service users or other person, or involves the overall business of the CDBF. Failure to maintain confidentiality will be treated seriously.
- To work with other staff and volunteers as part of a team
- To represent the CDBF accurately and appropriately in all activities as a volunteer
- To declare any conflict of interest with any activity or programme of the CDBF, whether personal, philosophical, or financial.
- To volunteer at times agreed and to advise your point of contact as early as possible if you are unable to do so
- To refer concerns or issues to your contact person at the earliest possible stage

Service at the Discretion of the CDBF

The CDBF accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that the CDBF may at any time, for whatever reason, decide to terminate their relationship. The CDBF may find it necessary to end this agreement if the volunteer commits any of the following:

1. gross misconduct or insubordination
2. being under the influence of alcohol or drugs
3. theft of property or misuse of the CDBF's equipment or materials
4. abuse or mistreatment of clients or co-workers
5. failure to abide by its policies and procedures
6. failure to meet physical or mental standards of performance
7. failure to perform assigned duties satisfactorily

This list is not exhaustive.

If a volunteer wishes to end their relationship with the CDBF they should inform the relevant contact person as soon as possible.

Thank you for volunteering with the CDBF and for helping us by God's grace, to grow God's Kingdom in Cumbria and to see our Churches growing Disciples of all ages.