



CREW Energy Volunteer Policy

Policy Document History

Version	Revision Date	Author	Approver	Approval
1.0	11/08/2019	Jamie Baxter	Tim Watson	Email
1.1	08/11/2019	James Mummery	Tim Watson	Email

Statement of Intent

CREW Energy is an organisation which highly values volunteers:

- They help reflect the interests, needs and resources of the community we aim to serve and can bring a unique perspective on our work.
- Volunteers are a core part of our team, with a distinctive but complementary role alongside the organising committee.
- Insofar as CREW Energy benefits from the skills, experience and enthusiasm of volunteers, we believe that volunteers should be able to gain personal benefits from the experience too.
- In harmony with our policy volunteers will be sought from all sections of the community. CREW Energy will make special efforts to recruit volunteers from any section of the community which appears to be under represented.

Recruitment

- People interested in becoming volunteers with the CREW Energy will be invited for an informal talk with the appropriate contact person. They will also be given an information pack.

Volunteer Agreements and Voluntary Work Outlines

- Volunteers will receive a role description and volunteer agreement containing full information about their chosen area of work and responsibilities as part of CREW Energy, as well as CREW Energy's responsibilities towards the volunteer.

Induction and Training

- Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.
- Inductions will include a review of CREW Energy's activities to date and future plans to inform the development of appropriate work outlines for individual volunteers.

Support

- Volunteers will be assigned a named contact person who will provide regular support. Support sessions will provide the opportunity for ongoing dialogue about the development of the volunteering role and any advice and guidance as needed. Where the volunteering role is emotionally demanding these sessions also give volunteers the opportunity to access emotional support from the organisation.

Records

- Minimum details will be kept on volunteers. This will include the registration form, references, placement details, crisis contact, correspondence and any other relevant information

Expenses

- We will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses. Volunteers are required to comply with CREW Energy's expenses policy.

Health and Safety

- We will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while at work in accordance with the applicable Health and Safety policy of the venue/location for undertaking volunteer activities on behalf of CREW Energy.

Equal Opportunities

- Volunteers will work in accordance with the centre's equal opportunities policy and will prevent discrimination on any grounds.

Problems

- In line with this policy volunteers have the right to discuss any concerns they may have with their named contact at any time.

Endings

- On the basis of their voluntary work, volunteers will have the right to request a reference. Volunteers will be supported to move on to other options.