



## Social Care Ireland Volunteer Policy

*Policy Created: 2021*

*Version 2 – August 2022*

Volunteers are our most valuable resource, and we encourage and support them to get involved at all levels of our organisation and within all appropriate activities. The Volunteers who are covered by this Policy are those who give their time in support of Social Care Ireland, outside of the Board, Advisory Groups, SIGs and Working Groups.

(Named staff member or trustee) is responsible for ensuring that the processes described in this document are followed. All other volunteers (including trustees) are expected to facilitate this process.

### Recruitment

- Anyone who is committed to the aims and values of the organisation is eligible to apply to become a volunteer.
- We always provide an accurate description of the tasks that we expect volunteers to undertake.
- We may draw up a brief person specification for volunteer tasks that require a particular skill set.
- We always have an informal chat with potential volunteers, so that we can each decide if we are right for each other.
- References will be required for any Volunteer.
- We reserve the right to not select someone as a volunteer.

### Induction

- We welcome all new volunteers warmly and provide them with the information they need in order to become fully involved in our organisation.
- All Volunteer agreements are subject to an initial trial period of three months.

### Support

- We respect volunteers' right to privacy and confidentiality.
- We reimburse any previously agreed out-of-pocket expenses incurred in the course of undertaking voluntary work for our organisation.
- We provide insurance to cover volunteers' activities.
- Volunteers are sometimes able to avail of training and development opportunities through our organisation.
- We thank our volunteers on an ongoing basis for their contribution, using both informal and formal recognition techniques.
- We provide references for current and former volunteers on request.

### Supervision

- Basic administrative records are maintained on each volunteer to which they may have access at any time.
- Each volunteer has a named supervisor.



We gratefully acknowledge the gift of time to our organisation, but stress that unscheduled absences can create organisational problems and request that volunteers inform their supervisor of these as soon as possible, so that alternative arrangements can be made.

- We expect volunteers to adhere to the policies and procedures of our organisation (this includes maintaining the confidentiality of all privileged information to which they are exposed while volunteering).
- Volunteers will be made aware of the Constitution of Social Care Ireland, along with the Terms of References, and the Policies and Procedures which govern the organisation.

**If Problems Arise:**

- We aim to act quickly and fairly if difficulties arise.
- We urge volunteers who have any sort of problem to contact their supervisor at the earliest opportunity.
- If the supervisor is the source of the problem or cannot resolve the issue, the volunteer should contact the Board chairperson.
- We reserve the right to dismiss volunteers who do not adhere to the organisation's rules or who fail to perform their volunteer assignments satisfactorily.

**Signed:**

\_\_\_\_\_  
**(Appointed volunteer supervisor)**

**Date:**

**Signed:**

\_\_\_\_\_  
**Volunteer**

**Date:**

*This Policy will reviewed annually and be updated as and when necessary.*