



Volunteering Policy FRESH SCIO

Introduction

- We are a health & community wellness charity in Aberdeen city. FRESH SCIO, also known as Fresh Community Wellness SCIO, SC051346. www.freshcom.org.uk
- We offer a diverse range of volunteering opportunities, fully inclusive, as we work with an entire priority neighbourhood, as well as being open to all of Aberdeen and beyond. All age groups, all backgrounds, ethnicities, abilities - with activities including sports, fitness, gardening, food growing, walks, mentoring, support, media, poverty alleviation, nutrition, recovery, community wellness and much more.
- The objective of the volunteering policy is to ensure everyone within FRESH understands why volunteers are involved and their value
- A reference document for Board members, committee, team leads and volunteers which covers all aspects of volunteering within the organisation
- To ensure that best practice is followed when involving volunteers

Core Values

Our core values of how you involve volunteers within FRESH:

- The support & training offered will always relate to the roles you are applying for, ensuring all volunteers know what is expected of them, and have the training to complete any volunteering
- All volunteers will receive an induction.
- No volunteers will need to complete PVG registration, unless they wish to apply for team lead/ committee/ board roles, or there is a need for them to operate on a 1 to 1 basis.
- We are committed to ensuring volunteers are always treated fairly. We ask all our volunteers to know they can raise anything at any time, and there is no set requirement or reason required for being unable to volunteer.
- Volunteers benefit from their involvement e.g., new skills - depending on what you are doing you will learn a wide range of possible skills. This can be diverse: from engineering to computing, interpersonal & mentoring skills, gardening to football training.
- Volunteers do not take the place of paid staff; this is because we have no paid staff. We are led by volunteers, lived & living experienced volunteers, residents & welcome guests from throughout the world.
- Volunteers are recognised and rewarded for everything they do and achieve. Although we will only highlight achievements with your permission, this can be from write up's on social media, website, radio, local press. To local and national volunteering awards.

Planning for Volunteer Involvement

- Volunteer roles are clear and have an accurate role description at all times
- Volunteers have a main point of contact for training/queries, this will be our team leads
- Expenses are provided where appropriate, paid a month in lieu
- Volunteer roles and policies are reviewed regularly by our Board of Trustees, committee and we welcome input from our whole team, at any time.

Recruitment
• Volunteering is open to everyone, we are a fully inclusive group • There is a simple application form process • All volunteers will have an informal interview to assess their needs, suitability & skills • If the volunteer is not suitable for the role, they are signposted to a volunteer centre for support such as ACVO tsi, or we can look if they wish for other roles they may be wish to consider within FRESH SCIO • There is a trial period and induction of 3 months. This is reflected by time volunteering and not by time being registered as a volunteer. • 2 references are provided (cannot be family members and should have known the volunteer for at least 1 year) this is our minimum. Depending on the role, we may wish to ask for further information, as per our safeguarding procedure • Volunteers receive regular information updates. We are a grassroots charity, and we have a lot in development, as such we reserve the right to revise any information at any time the Board of Trustees votes for a revision. We also welcome all volunteers to add their own thoughts or comments and suggestions, at any time, this can be sent to any of our Trustees at any time. • Volunteers are aware of policies and are bound by the same confidentiality as all other volunteers. Please note this may be at an enhanced/ higher level as per safeguarding requirements for vulnerable groups & children.
Support
• Volunteers have a named contact and are given ongoing support in their role. You will always additionally be able, and welcome, to contact via email any of our board of trustees or committee as well. • There are guidelines covering expenses and how to claim. We are a grassroots charity and are trying to achieve sustainability. However, we will cover expenses when required to ensure we are fully inclusive. • There is a complaints policy in place • We have policies in place further to this basic volunteering policy. As part of your induction we will take you through all of this, assign your 'designated contact' with FRESH SCIO. • We adhere strictly to all charitable policies as per OSCR - https://www.oscr.org.uk/ • We work alongside our tsi ACVO, following their advice on volunteering and appropriate guidance - https://acvo.org.uk/ • Also, in accordance with SCVO - https://scvo.scot/ • As well as working with guidelines, and registration when required with - https://www.mygov.scot/organisations/disclosure-scotland • Additionally, we also highlight additional information and available support from our partners including but not limited to ACC, ACHSCP, Paths for all, Sport Aberdeen, Keep Scotland Beautiful, Clean Aberdeen, Befriending networks
Training & Development
• Relevant training is provided • Volunteers with support needs are involved wherever possible, as a fully inclusive community-based group, we ask that if you feel comfortable, to suggest other opportunities if for some reason you do not feel the current role is suitable for you. We are committed to finding alternatives. In the same way we are also very keen to enable the success of any person, in any role, please just let us know how we can improve your experience with FRESH SCIO. • Volunteers can learn new skills through varied tasks - there are a multitude of opportunities. We also invite volunteers to look for skills they would like to learn, and if they fit within our charitable purposes, and will benefit the communities we serve, then we can look to take this to a board meeting for voting. • Volunteers have a platform to provide feedback and discuss their role. In addition, we welcome volunteers recording blogs, audio, video, or however they feel comfortable. We are a wellness charity - we do aim to help our volunteers achieve their own wellness goals.

Involving Volunteers

- Volunteers are included in team activity meetings and can contribute ideas at the start of any activity. Any additional ideas or thoughts can be sent directly to any of our trustees. All volunteers are welcome to train toward becoming team leaders, committee members, or possible board of trustee's positions.
- Volunteers receive newsletters and updates on a regular basis
- Volunteers receive appropriate recognition - you are FRESH SCIO, we will always aim to highlight that this is a team effort, and always recognise any volunteer who goes above and beyond, or achieves success or a milestone, with their permission

NOTES:

1st March 2022 Volunteers introductory policy update, approved Sam Daniel Raion, Chair, FRESH SCIO

Ref: further policies include:

Health, safety & environmental; Bullying & Harassment; Code of Behaviour; Conflict of Interest; Equal Opportunities; Expenses; GDPR policy; Safeguarding Children; Safeguarding Vulnerable Adults; Supervision; Whistle Blowing

Additional reporting requirements: Incidents, Accidents, Complaints, Suggestions, Covid19 reporting

All activities have risk assessments prepared for that specific activity, on that specific day/ time. This is to adhere to continuing recovery from the covid19 pandemic, as well as including any changes which may be specific for that day/ time. This will remain the case until the board votes otherwise.

Revised 1st March 2022, to be reviewed monthly Board meeting last Thursday of March 2022.

Contact:

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Please note ALL volunteers can contact any of our board of trustees, emails above, at any time. All our committee members, team leads can also be approached for any further assistance.