



Volunteer Policy.

August 2024

Introduction

West London Schools FA exists to advance in life and help young people by providing education and support which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

In line with this mission West London Schools FA seeks to involve volunteers to:

- ensure our services meet the needs of our clients
- provide new skills and perspectives
- increase our contact with the local community we serve

Principles

This Volunteering Policy is underpinned by the following principles:

- West London Schools FA will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the work of West London Schools FA.
- West London Schools FA does not aim to introduce volunteers to replace paid staff
- AnyOrg expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- West London Schools FA recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Recruitment

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Volunteer agreements and voluntary work outlines

Each volunteer will have a volunteer agreement establishing what West London Schools FA undertakes to provide them.

In addition they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract;

West London Schools FA has no intention of creating a contract with any volunteers.

Expenses

All volunteers will have their travel and other expenses reimbursed. Volunteers working a minimum of five hours per day will be able to claim expenses for lunch (for details see the Volunteer Handbook)

Induction and training

All volunteers will receive an induction into West London Schools FA and their own area of work. Training will be provided as appropriate. Where possible volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

All volunteers will have a named person as their main point of contact. Volunteers will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

Insurance

All volunteers are covered by West London Schools FA insurance policy whilst they are on the premises or engaged in any work on the behalf of West London Schools FA.

Health and safety

Volunteers are covered by the Health and Safety Policy, of West London Schools FA.

Equal opportunities

West London Schools FA operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

Problem solving

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.