



Joseph Cowen Lifelong Learning Centre

A Charitable Incorporated Organisation

Volunteer Policy

1. Introduction

- 1.1 Volunteers are people who give freely of their time, skills and enthusiasm, without payment, in order to contribute to the activities of Joseph Cowen Lifelong Learning Centre (JCLLC).
- 1.2 Joseph Cowen Lifelong Learning Centre will establish a list of 'active volunteers'. This Policy is intended to apply to all of these 'active volunteers'. 'Active volunteers' are defined as those individuals involved in the running of Joseph Cowen Lifelong Learning Centre
- 1.3 This policy does not create any form of contract between Joseph Cowen Lifelong Learning Centre and volunteers.

2. Volunteer Roles

- 2.1 Volunteer roles will be defined by the JCLLC Trustees as is necessary for the successful running of the organisation.
- 2.2 Examples of current volunteer roles include;
 - programme planning for the three seasons each academic year
 - setting up of IT equipment for face-to-face and blended sessions
 - hosting zoom sessions
 - meeter-greeter at tasters and other public events
 - Friends of JCLLC for providing refreshments as necessary and for coordinating Season 4. Additional temporary volunteer may participate during season 4
 - Trustee with roles within the Board may also participate in day to day tasks, if necessary

3. Responsibilities of JCLLC

- 3.1 The JCLLC trustees are aware of and will fulfil their statutory responsibilities in respect of volunteers, including a duty of care, health and safety and data protection.
- 3.2 JCLLC will provide support, supervision and occasional training as required and requested.
- 3.3 The volunteer can choose to relinquish the role at any time. Similarly JCLLC can end the volunteer role at the discretion of the Trustees.
- 3.4 JCLLC is committed to ensuring that volunteers will;
 - 3.4.1. be valued and have a meaningful role in the organisation.

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- 3.4.2. be given adequate information about the role they undertake and play a part in deciding this.
- 3.4.3. have access to information about JCLLC and its policies
- 3.4.4. have a safe volunteering environment.
- 3.4.5. have a named person they can go to for advice and support.
- 3.4.6. feel able to say no without feeling guilty.
- 3.4.7. be treated with respect and without discrimination.

4. Responsibilities of volunteers

- 4.1 JCLLC expects that volunteers will be reliable and punctual and notify the Explore Administrator or appropriate colleague at JCLLC as soon as possible if they are unable to fulfil their duties or attend meetings.
- 4.2 JCLLC volunteers may be required to work with colleagues and staff from a range of backgrounds and are expected to be courteous and considerate.
- 4.3 JCLLC volunteers are required to work within the policies and procedures of the organisation and national legislation.

5. Insurance

- 5.1 All volunteers are covered by the organisation's insurance policy whilst they are undertaking voluntary activity for or on behalf of JCLLC.

6. Problems & Disputes

- 6.1 Wherever possible, problems and disputes will be resolved informally and volunteers should raise any concerns with a Trustee.
- 6.2 Safeguarding issues should be raised with the Lead Trustee for safeguarding, according to the Reporting Procedure