

Supported Volunteer attendance policy

This is the statement of general policy and arrangements for:		THE RIGHT TO WORK
Debbie Lyall (Managing Director) Louise Macmillan (Operations Director)		has overall and final responsibility for this policy
Maxine Grantham – Staunton (Operations Manager)		has day-to-day responsibility for ensuring this policy is implemented when needed
Statement of general policy	Responsibility of: Manager/Job coach	Action/Arrangements (What are you going to do?)
All SV's will be initially assessed at interview and if successful be offered a trial placement, after which there is a 4 week introductory period where the contract may be terminated by either side (The Right to Work/ SV's or their representative) if it is assessed that the supported volunteer placement is unlikely to be successful.	Directors and Senior Staff	Initial interview and assessment Initial assessment after 4 weeks Care plan – formed by interview
The Right to Work operates a 51 week service - SV's can take additional times off but it is still paid for. TRTW do not operate on Bank Holidays – We will be closed SV's will be notified of closure dates in advance.	Debbie Lyall Louise Macmillan	Letters/communication of closure dates to all SV's Dates posted on Social Media and website.
Services provided – Supported volunteers (SV's) will be given training and ongoing support enabling them to complete work tasks at a given site within the remit of The Right to Work company and to meet Health and Safety requirements.	Directors, Senior Staff and Job Coaches	Ensure up to date risk assessments are in place for all sites
SV's must notify The Right to Work if they are not attending due to illness or holiday	All staff	Keep up to date contact details of all SV's/NOK details Record kept of attendance – prolonged non attendance to be investigated
The Right to Work is committed to reviewing this policy and good practice regularly.	Debbie Lyall Louise Macmillan	Annual review of policies

Signed: * (Employer)		Date:	4 th Feb 2026
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