



# Volunteer Policy

PeCAN depends on volunteers to deliver its mission of helping Petersfield and surrounding villages to decarbonise and protect nature. We actively seek and welcome volunteers to participate and lead projects, share relevant skills and knowledge and help us to engage the local community. This policy concerns how PeCAN interacts with its volunteers.

## **Principles**

The volunteering policy is underpinned by the following principles:

- PeCAN recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs.
- PeCAN will provide volunteers with the information and training to do their work effectively and safely.
- PeCAN will ensure that volunteers are aware of relevant organisational and project structures and that mechanisms are in place for them to contribute to PeCAN's work.
- PeCAN expects that staff and trustees will work positively and inclusively with volunteers.

## **Recruitment**

PeCAN keeps a list of volunteering opportunities and will seek to match people who are interested in volunteering with suitable projects or tasks. Where possible we will take into account volunteers' wishes for the areas in which they would like to assist. PeCAN will also consider ideas for new activities proposed by volunteers and support them where it makes sense to do so, bearing in mind our resources and mission.

## **Contact person**

Each volunteer will have a contact person at PeCAN, normally the person they will be most closely working with or the project lead / trustee for their area of activity. The contact person will be responsible for the volunteer's induction, training, participation, and wellbeing as a PeCAN volunteer.

## **Training**

Volunteers will receive an induction to PeCAN and the project from their contact person. Training will be offered as appropriate, including support with eco-anxiety (see Staff and Volunteer Training Guidelines).

## **Certification**

Volunteers working with children or vulnerable adults, for example as part of a schools or youth project, will need a DBS check. PeCAN will facilitate and pay for this (see DBS section in Safeguarding Policy and Procedures).

### **Representing PeCAN in public**

PeCAN is proud to have volunteers represent us in public, including on market stalls and in public meetings, provided they represent PeCAN's views accurately and comply with PeCAN's Campaigning and Advocacy Policy. Written communications in PeCAN's name should be approved by a Trustee before publication.

### **The volunteer's voice**

Volunteers are encouraged to express their views to staff and trustees about matters concerning PeCAN and its work.

### **Time and Expenses**

Volunteers contribute their time unpaid. PeCAN has no intention of creating a contract with any volunteers. Volunteers can have their reasonable travel and other expenses reimbursed (see Expenses policy).

### **Insurance**

All volunteers are covered by PeCAN's insurance policy whilst they are on the premises or engaged in any work on PeCAN's behalf.

### **Health and safety**

Volunteers are covered by and expected to abide by PeCAN's Health and Safety Policy and Lone Working Policy. This includes reading risk assessments ahead of activities or public events.

### **Equal opportunities**

PeCAN operates an equality and diversity policy in respect of both paid staff and volunteers. Volunteers will be expected to understand and commit to this policy.

### **Complaints and Grievances**

We aim to identify and solve problems at the earliest possible stage. Complaints in relation to volunteering should be directed initially to the volunteer's contact person or the Chair of Trustees. A formal grievance procedure is available for more serious cases (see Grievance Policy). Complaints in relation to PeCAN's activities or the quality of its services should be addressed to the relevant team member or sent in writing to the PeCAN email address (see Complaints Policy).

### **Confidentiality**

Volunteers' data will be treated in line with GDPR requirements (see Privacy Policy).

### **Further information**

Further information can be found in PeCAN's policies, including:

- Staff and Volunteer Training Guidelines
- Campaigning and Advocacy Policy
- Complaints Policy
- Grievances Policy
- Equality and Diversity Policy
- Expenses Policy
- Harassment, bullying and victimisation Policy
- Health and Safety and Lone Working Policy
- Privacy Policy
- Safeguarding Policy and Procedures (incl DBS)
- Whistle-blowing Policy

Approved by Trustees 31 May 2023.