

## Volunteer Policy

### What you can expect from The Making:

#### 1. Clarity

- To have a clear idea of what is expected of you
- To know to whom you can go to for support

#### 2. A safe environment

- To have our Health & Safety Policy, Equal Opportunities Policy and Policies for the Protection of Children and Vulnerable Adults explained to you thoroughly before you start volunteering
- To have the same protection under these policies and under our public liability insurance as for any paid employee

#### 3. Appropriate training and support

- To have where appropriate, an Induction to the organisation and ongoing training as required
- To be given opportunities to meet other volunteers and share ideas
- To receive constructive feedback and have regular contact with an appointed member of The Making's staff

#### 4. To be treated fairly and with respect

- To be reimbursed for out of pocket expenses (e.g. travel @ 40p per mile for agreed journeys in your own car or on production of receipts for bus/train, etc.)
- Not to be used in the place of paid employees
- To have the right to decline tasks and only undertake tasks that you are in agreement with
- There is no intention on the part of The Making to create a legally binding relationship with a volunteer (if you were ever offered paid work with the organisation, you would be issued a temporary, freelance contract before the work commenced)
- To have your needs, interests and other commitments considered
- Not to be left on your own with groups

### What The Making expects of its volunteers:

- To be reliable and punctual (let us know if you are running late)
- To be flexible and adaptable
- To have a caring attitude and to share the aims of The Making
- To respect confidentiality
- To uphold our policies and abide by The Making's conditions, which may include Police/CRB checks as required
- To treat equipment and resources with respect
- To let us know if you are not happy