

# The Parish of the Resurrection Alton



## Volunteer Policy

The Parish of the Resurrection relies on volunteers in various rôles including, among others, churchwardens, flower arrangers, cleaners, visitors and various committee members. Volunteers are vital to the work of, and make an important contribution to, the Parish.

They make a positive contribution to the Christian community development in our Parish.

### Purpose

Time and care have been spent in planning how volunteers are welcomed to the Parish. This policy states how volunteers are treated in a fair and consistent way, identify the support available and what can be expected.

### Becoming a Volunteer

There is a wide range of opportunities for volunteers within the Parish. Once a person has registered interest in becoming a volunteer, they will be given information on specific opportunities. A process to decide together the best options which match the potential volunteer's interests and availability, with regard to the needs of the Parish, will commence.

### Induction and Training

Volunteers undergo an induction. This includes:

- Information about POTR, our vision, mission and plans
- The rôle of the volunteer
- Introduction to other volunteers
- Copies of relevant policies
- Duties and expectations
- Confidentiality guidelines
- Support, training and further development
- Regular reviews

### Support

Initially a mentor will be assigned to the volunteer. Support will be offered by the Ministry Team, Administrators and others. There are regular meetings to discuss any issues which have arisen. The Parish aims to ensure that the volunteering experience is a meaningful and enjoyable one.

The Parish cannot run successfully without volunteers and this will always be acknowledged. There is always a listening ear.

### **Insurance, health & safety, accidents and risk assessment**

POTR has a valid insurance policy so that volunteers are covered by public liability insurance. Volunteers are encouraged to read the policy which covers the agreed volunteering activities. Volunteers are also required to read the Health & Safety Policy. Volunteers are given full instructions how to complete each task safely and efficiently. They are also made aware of the procedures for accidents and emergencies.

### **Resolving problems**

If a volunteer's rôle does not meet with expectation or within the commitments made by the Parish let us know immediately. Firstly, the volunteer should talk with their team leader. If the issue is not resolved then the Ministry Team should be approached.

### **Confidentiality**

All volunteers are expected to adhere to confidentiality guidelines which are explained during induction. Amongst other areas this applies to social media and contact with any press media.

### **Equality, diversity and inclusion**

POTR is committed to embracing diversity and promoting equality and inclusion. When representing POTR, volunteers are expected to support that commitment to promoting equality.

### **Volunteering whilst on Benefit**

Individuals can still volunteer if they are receiving benefits providing that legal guidelines are followed, e.g., with regard to hours worked and the claiming of any expenses.

Signed .....

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