

Go-Woman! Alliance CIC recognises that volunteers have a positive contribution to make to the work of the organisation and its various activities. It aims to encourage volunteers' involvement in all aspects of its work, as a means of empowering and supporting the local community.

Procedures

1. Recruitment and selection of volunteers is the responsibility of the Go-Woman! Alliance CIC and will be undertaken in accordance with the Equal Opportunities Policy. Volunteers will need to supply references, one of which should be from a recent employer, training provider, college or school. Volunteers must agree to a Criminal Records Bureau check.
2. Areas of work where volunteers may be helpful have been identified by each Department of the Go-Woman! Alliance CIC. Volunteers will not replace paid staff. Opportunities will be advertised locally and through other partner agencies where appropriate.
3. After Appointment:
 - Volunteers will be given induction into the work of Go-Woman! Alliance CIC and their particular area of work.
 - They will be allocated a Supervisor who in conjunction with the Volunteer Co-ordinator
 - **(Hassina Begum)**, and will have regular meetings to ensure adequate support.
 - The Supervisor will discuss the relevant description of their role with the volunteer, so that they have a clear picture of their tasks and level of responsibility.
 - Other paid staff will be made aware of the volunteer's role.
 - Volunteers will be given encouragement, advice and support to take up appropriate training opportunities.
 - A record of every volunteer's work will be kept and references will be supplied on request. Personal information will be treated as confidential.
4. Terms and Conditions of Voluntary Work:
 - Volunteers are required to work in accordance with the Go-Woman! Alliance CIC policies and it is the responsibility of both the volunteer and the Supervisor to ensure that there is clear understanding of these policies and their means of implementation.

- Volunteers are subject to the Go-Woman! Alliance CIC's Disciplinary Policy and Grievance Procedure.
- Volunteers are asked to attend at the agreed times, and to inform the relevant area of the Go-Woman! Alliance CIC if unable to attend through illness, accident or emergency.
- Volunteers who wish to finish their period of work should discuss this with their Supervisor, and agree a finishing date.
- Volunteers will be covered by adequate insurance while working for Go-Woman! Alliance CIC.
- Childcare for volunteers while they are at work may be arranged where possible and will usually be free of charge when available.
- Volunteers will not be expected to pay for tea or coffee while they are at work, within reasonable limits.
- Volunteers who are in paid work elsewhere will be reimbursed their actual expenses incurred in carrying out voluntary duties for the Go-Woman! Alliance CIC, subject to the agreement of the Supervisor and on production of a receipt or bus ticket. All expenses must be agreed in advance. Travel expenses incurred must be agreed beforehand and will only be payable to cover the cheapest means available. We are unable to pay for car mileage.
- Volunteer handbook will outline all the above and will be discussed during the induction process.

Reviewed: January 2022

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