



Growing Local is Going Local CIC

Volunteer Policy

Volunteers enable us to meet the social and environmental goals of 'Growing Local is Going Local CIC'. Volunteers allow us to increase the flexibility of our work, reaching out to more of the community. Volunteers bring knowledge and experience that benefits and enhances what we do at Growing Local is Going Local. Growing Local is Going Local values the participation of volunteers in our activities.

Our Commitment to Volunteers

- 1 Volunteers will be recruited in line with our Equal Opportunities Policy.
- 2 Volunteers are a valuable part of Growing Local is Going Local, and their skills and talents will be used well and respected.
- 3 Volunteers will be given appropriate training, support and supervision.
- 4 Volunteers will be given a clear description of their tasks and there will be regular discussions with volunteers to ensure their tasks are appropriate and rewarding
- 5 Growing Local will have a proper system for volunteers to claim expenses and will pay them promptly.
- 6 Volunteers will be covered by relevant insurance and Growing Local will ensure that they can work in as safe and healthy environment as possible.
- 7 All staff will be encouraged to value and motivate volunteers. Working with volunteers will form part of the induction for any new staff members.

Volunteer Policy Guidelines

Recruitment:

All prospective volunteers will be informally interviewed. This will provide an opportunity for the prospective volunteer to find out about Growing Local is Going Local and the tasks they would be expected to undertake. It will also enable Growing Local is Going Local to ensure that the volunteer's needs, skills and interests are most suitably matched to the volunteering role.

Two personal references from non-family members will be sought. Volunteers working with children in schools or at the farms will require a DBS (Disclosure and Barring Service)

If a potential volunteer is not right for Growing Local is Going Local the volunteer will be told the reasons and other voluntary work will be discussed and suggested.

Getting started and supervision:

A new volunteer will receive an induction which will include an introduction to the policies and procedures of the organisation. They will be given full guidance and instruction for every task and will be supported by Growing Local staff until they are fully confident to undertake the volunteering tasks.

Volunteers will have access to the directors of Growing Local is Going Local, and there will be regular meetings and supervisory discussions to ensure a volunteer feels fully supported at all times.

Compliments, comments and complaints:

If the volunteer is dissatisfied with any aspect of their volunteering, they should talk to a Director of Growing Local is Going Local at the earliest opportunity. Growing Local aims to resolve any problems experienced by volunteers promptly.

Growing Local is Going Local welcomes feedback from all its volunteers on any aspect of its work.

Leaving:

It will be recognised by Growing Local that a volunteer will move on and there will be no pressure put on them to remain.

An exit interview will be offered to give the volunteer a chance to give constructive feedback and for Growing Local is Going Local to learn from their experience.