

Making a difference
especially for you in ML2

MADE4U IN ML2

Volunteer Policy

Our Vision

Working with individuals and families to empower them to make their own positive lifestyle choices

MADE4U IN ML2 is a charity formed in January 2006 to serve people living in the ML2 postal area. Our initial focus is working with people living in Cambusnethan, Greenhead, Tinto, Stewarton, Dimsdale and Coltness area (ML2 8). This charitable company registered in Scotland has come from a project developed by Cambusnethan Old and Cambusnethan North Parish Churches with the help of friends from other local churches.

We aim to provide services that will:

- Respond to the needs of those resident in the ML2 postcode area
- Advance education of those aged 10-25 years
- Promote training in skills of all kinds
- Safeguard and further health and healthy living
- Relieve the needs of those people who suffer from illness, disability or impairment
- Promote/Support other charitable schemes and projects for the benefit of the community

MADE4U IN ML2 seeks to involve volunteers to:

- Improve contact with the community we serve
- Respond to the needs of the users we serve
- Enhance the service we provide
- Utilise the range of skills and abilities volunteers are able to offer

MADE4U IN ML2:

- Recognises that voluntary work benefits volunteers themselves, service users and paid staff
- Will not introduce volunteers to replace paid staff
- Expect that staff will work positively with volunteers and, where appropriate actively seek to involve them in their work
- Recognises that volunteers require satisfying work and personal development
- Will seek to help meet the needs of the volunteer by providing support and training
- Will endeavour to identify and cover the costs of involving volunteers
- Will value any input from volunteers which benefits the people living in ML2

The Board of Directors of **MADE4U IN ML2** control and supervise the activities of the company and are responsible for monitoring the financial position of the company.

The members of staff are responsible for supervising and supporting volunteers:

Project Manager	–	Anita Robinson
Project Worker	–	Robert Owen
Project Worker	–	Sandra Fallon

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www.made4uinml2.org.uk

Recruitment and Selection

MADE4U IN ML2 will:

- Recruit from all sections of the community in line with our *Equal Opportunities Policy*
- Invite people interested in becoming volunteers for an informal talk with the appropriate contact person
- Issue an information pack with general information on *MADE4U IN ML2* together with specific information on the post they have expressed an interest
- Ask everyone to complete a simple *Registration Form* and to supply two written references
- Require, where necessary, an Enhanced Disclosure Scotland check to be completed. Information will be dealt with in strictest confidence and not necessarily prejudice the person applying for voluntary position
- Give all volunteers a *Volunteer Job Description* and ask them to sign a *Volunteer Agreement*. Neither of these documents is a contract of employment.
- Ensure each volunteer receives a *Volunteer Handbook*.

Induction and Training:

- All volunteers will receive induction training into *MADE4U IN ML2* including any training relating to their own area of work.
- Further training and development will be available as and when required.

Support:

- All volunteers will have a named person as their main point of contact.
- Regular volunteer support meetings will be organised allowing everyone to raise any issues they may have.

Insurance and Health & Safety:

- Details and advice on health and safety issues is contained in our *Health & Safety Policy* and our *Code of Good Practice*.

Confidentiality:

- Volunteers will be bound by the requirements of our *Confidentiality Policy*.

Expenses:

- All volunteers will have their 'out of pocket' expenses reimbursed as outlined in our *Expenses Policy*.

Volunteer Code of Conduct:

- *MADE4U IN ML2* includes a user-friendly guideline headed *Volunteer Code of Conduct* and *Code of Good Practice* in our *Volunteer Handbook*. Volunteers are advised to make good use of this guide.

Problems:

- *MADE4U IN ML2* has a *Grievance Procedure* to help deal with grievances a volunteer may have.
- Volunteers have the right to discuss any concerns they may have with their named contact at any time.
- If the contact person is unable to resolve the problem they will refer the matter to the appropriate Director and ultimately the Board of Directors, with the permission of the volunteer.

- MADE4U IN ML2 has a *Discipline Procedure* that deals with any disciplinary issue regarding a volunteer.

MADE4U IN ML2 is a -
Charitable company limited by guarantee registered in Scotland no: 295239 and a Recognised Scottish Charity no:SCO37087