

CCF Volunteer Policy

Reviewed by Trustees 23/01/2020

Cambridge Carbon Footprint is dedicated to embracing the time, talents and commitments of volunteers to help us work together to build a low carbon future. Our ambition is that volunteers will increase and enhance the quantity, quality and diversity of low carbon living work that we do. They may provide on-going specialist skills or be one-off helping hands.

1. Volunteers and staff work together as a team to meet clear and agreed objectives. The relationship is a mutually beneficial one. Volunteers need to feel welcomed and connected to the overall purpose of CCF.
2. Volunteers will be invited to input on the strategic direction of CCF and evaluate its effectiveness.
3. CCF's commitment to increasing the number of volunteers will be reflected in resource allocation, budgeting and business planning across the organisation.
4. Staff and management will create rewarding roles for volunteers to undertake. We will recruit volunteers to formal and evolving role descriptions.
5. CCF will provide volunteers with the agreed and necessary tools, equipment, training and resources necessary to carry out their roles.
6. All volunteers should have a named Volunteer Manager responsible for overseeing their engagement with CCF. Most volunteers and their managers will sign a Volunteer Agreement (see Addendum).
7. CCF recognises that people are motivated to volunteer for a multitude of reasons and that volunteers should feel appropriately recognised and thanked for their contribution. CCF will provide references describing a volunteer's skills, aptitudes & contributions, if asked.
8. Volunteers cannot replace paid staff but complement the work that CCF does and provide services and opportunities that we could not otherwise provide.
9. Volunteers will be recruited and managed in line with CCF's Equal Opportunities, Grievance, Disciplinary, Data Protection, Safeguarding, Lone Working and Health and Safety Policies.
10. To minimise risk to the volunteer, our public and the organisation all volunteers will undergo checks, training and assessment relevant to their role.
11. Agreed in advance expenses will be reimbursed. No volunteer should be out of pocket. Please provide receipts, whenever possible.

Addendum - Volunteer Agreement

Thank you for agreeing to become a volunteer with Cambridge Carbon Footprint. Our ambition is that volunteers will increase and enhance the quantity, quality and diversity of low carbon living work that we do. Volunteers may provide on-going specialist skills or be one-off helping hands.

Volunteering works best when it is a partnership and we seek to create the best possible environment for volunteers. A successful partnership involves both partners being clear about their roles, responsibilities and goals. To help clarify the partnership, we have created the following Volunteer Agreement that we'd like both you and Cambridge Carbon Footprint to agree to.

Our commitment to our volunteers (to be signed by the Volunteer Manager or VEO)

- Each volunteer will be supported by a named Volunteer Manager and will be provided with agreed and appropriate training and resources to enable them to carry out their role effectively, safely and happily.
- Cambridge Carbon Footprint is committed to work with volunteers to meet the best practice in managing volunteer standards. We will review your experience with you, involve you in organisational planning and decision processes where appropriate and appropriately reward and recognise your contribution.
- Cambridge Carbon Footprint is committed to a policy of Diversity and Equality in its volunteer programme. This is to ensure that no potential or existing volunteer receives less favourable treatment than any other potential or existing volunteer on the grounds of age, race, sex, gender reassignment, religion and belief, sexual orientation, marriage and civil partnership, pregnancy and maternity or disability. This applies to all aspects of our volunteer practices including recruitment, training, role development and management.
- Agreed in advance expenses will be met by Cambridge Carbon Footprint, in accordance with our expenses claim procedure.
- To minimise risk to the volunteer, the community and Cambridge Carbon Footprint, all volunteers will undergo checks, training and assessment appropriate to their role. Trained Cambridge Carbon Footprint staff will take decisions to not accept or end the volunteering of a person found to be unsuitable after certain checks and /or assessments have been made.
- To ensure best Health and Safety standards risk assessments will be carried out for each volunteer in each role and other best practice adopted in accordance with Cambridge Carbon Footprints Health and Safety Policy. Most volunteers in most roles are covered by our public liability insurance.
- In most cases where there is disagreement between a volunteer and Cambridge Carbon Footprint, both parties will follow the Grievance Procedure. If a volunteer has a grievance about their direct Volunteer Manager they should contact the Co-ordinator of Cambridge carbon Footprint. If the grievance is with the Co-ordinator then a Trustee should be approached.
- Volunteer data will be managed in accordance with Cambridge Carbon Footprints IT and Data Protection Policy.

Signed..... Date.....

Print name.....

What we ask our volunteers to commit (to be signed by the volunteer)

- That you do your best to fulfil your role as outlined in the Role Description.
- That you participate in the induction training and any other training relevant to the volunteer role that you undertake.
- That you carry out your role in accordance with Cambridge Carbon Footprint's IT, Data Protection, Health and Safety and Equality and Diversity Policies.
- To treat all people you come into contact with, staff, fellow volunteers and the public with dignity and respect.
- To respect Cambridge Carbon Footprint's supporters, staff and fellow volunteers right to privacy and confidentiality.
- To represent Cambridge Carbon Footprint in a way that is professional.
- Carry out your volunteering in a way that minimises risk and protects both yourself and others from possible harm
- To claim your agreed in advance expenses on a regular basis, as agreed with your Volunteer Manager.
- To let us know of relevant changes on your circumstances
- To endeavour to stick to agreed volunteering times, dates and commitments and where unable to do so inform the relevant person as soon as possible.
- To follow Cambridge Carbon Footprint's Grievance Procedure if there is a disagreement between yourself and a member of staff, fellow volunteer or customer.

Signed.....

Date.....

Print name.....