

Writing a Volunteer Policy

Once you know what roles you need to fill (or, if more appropriate, tasks that need doing) within your group, you may want to consider a brief volunteer policy. While it is not necessary for a small and informal community group to have a volunteer policy, it can be useful to go through the process of writing one to be more aware of volunteer needs.

For background or extra support, you may find the following resources useful:

- [Writing a volunteer policy](#) (NCVO)
- [Cambridge Carbon Footprint's Volunteer Policy](#)

When writing a volunteer policy think about:¹

- How will you/your organisation recruit volunteers?
- How will you make sure it treats all volunteers with fairness and equally?
- How will you make changes to roles to make them more accessible?
- What will the volunteer induction and training process be?
- How will you pay volunteer expenses?
- What will the supervision and support process for volunteers be?
- What health and safety considerations are there for volunteers?
- What is the volunteers' role in confidentiality and data protection?
- What are the problem solving and complaints procedures for volunteers?

¹ This guide has been adapted from [NCVO's guide to writing a volunteer policy](#).