



# Achieving Results in Communities (ARC) VOLUNTEER POLICY

## **Mission**

With community-based participation at its heart, the mission of ARC is to transform underutilised or undeveloped assets in Warwick District to create quality open spaces that contribute to people's mental and physical health and wellbeing.

## **Vision**

There is mounting evidence that open spaces can make positive contributions to mental and physical health and wellbeing. Open spaces include green spaces and improved urban spaces, e.g. adorned by public art. Helping people to create and sustain such open spaces is empowering for individuals and helps to build stronger communities.

The vision of ARC CIC is to see an increasing number of attractive open spaces in Warwick District which give local people the opportunities for enjoyment, recreation and exercise, as well as an opportunity to participate in decision making and build a sense of ownership around their local environment. Our vision is for those open spaces to continue to offer opportunities for community activity and enjoyment over the long term.

## **Purpose of our volunteer policy**

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed with ARC. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

## **Our vision and mission for volunteering**

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for ARC you will be making a positive contribution to community development in our area. Volunteers are vital to our work.

## **Recruitment and Selection**

We have a range of opportunities for volunteers to get involved in. Volunteer roles will be advertised in a variety of places including: press and news outlets; ARC and Foundry Wood website; social media, WCAVA (Warwickshire Community and Voluntary Action) ; and through various other outlets from time to time as opportunities arise.

Enquiries and volunteering offers will be dealt with quickly and efficiently, and volunteer placements will match the volunteer's skills and interests. Volunteers will be treated in line with the ARC's Equal Opportunities, Diversity and Inclusion Policy.

Some volunteer roles do not require a form to be completed – such as general outdoor drop-in volunteering sessions.

Others will require a volunteer application form which will be provided upon application. This applies for sessions where we are working with children or vulnerable people and for regular volunteering opportunities. You may also be required complete a DBS check, and read and sign our Child and Vulnerable Adult Safeguarding Policy and Volunteer Guidelines for Setting and Maintaining Boundaries Procedures in relation to these roles.

All volunteers under the age of 16 will be required to fill in a volunteer form with signed parental consent.

### **Induction and training**

All induction and training will be received on site at the start of each project.

### **Expenses**

Unfortunately we are unable to reimburse expenses apart from special circumstances agreed with the project. Please ask the project manager if you would like to be considered for travel expenses.

### **DBS (Disclosure and Baring Service) Checks**

Some volunteer roles will be subject to DBS checks, e.g. if you will be working with vulnerable adults or children and may spend time with them unaccompanied. This will be made clear when you apply for the role. See also our Child and Vulnerable Adult Safeguarding Policy.

### **Insurance, health and safety, accidents and risk assessment**

ARC has a valid insurance policy so that volunteers are covered by public liability insurance. It covers the volunteering activities you will be doing. We will make you aware of our Health and Safety Policy and Risk Assessments, and will give simple instructions on how to perform all tasks safely. We have clear procedures for accidents and emergencies and will always have a first aider on site.

### **Resolving problems**

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First of all, talk to the contact person who leads the project or activity you are volunteering with and he or she should be able to resolve any issues. If any issue is not resolved in this way you can contact an ARC Director / follow our Feedback, Compliments and Complaint's Policy.

### **Support & Supervision**

ARC will:

- Ensure that a named contact person/project manager is assigned for supervision and support.
- Be responsible for providing volunteers with appropriate and adequate knowledge, skills, materials and equipment to carry out their role effectively.
- Provide training or guidance for tasks allocated.

### **Volunteer Rights and Responsibilities:**

Volunteer rights:

- To know what is expected and to be given clear information and instruction

- To have clearly specified lines of supervision
- To receive a level of support appropriate to the role
- To receive appropriate induction and training
- To be shown appreciation
- To know what to do if things go wrong
- To have safe working conditions
- To be free of discrimination
- To have the right to say no, and to be able to withdraw from voluntary work

Volunteer Responsibilities

- To fill in a registration form providing your details if requested, and to let ARC know of any changes over time
- To provide references or promptly complete DBS forms if requested
- To read and sign the Child and Vulnerable Adult Safeguarding policy and procedures if requested
- To read and comply with additional policies and procedures if requested
- To be reliable, and give a reasonable and sustainable level of commitment
- To be honest if there are problems
- To take responsibility for your own Health & Safety

This is the Volunteer Policy of **Achieving Results in Communities (ARC) CIC**

**This policy along with others referenced above can be found on our ARC website at <https://arccic.co.uk/about/>**

It will be reviewed every 2 years

Name:.....Kristie Naimo.....

Signed:..........

Date:.....08/06/2023.....