



Nadder Community Land Trust Ltd.

Volunteering Policy

EDITION 1

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Volunteering Policy

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1 Introduction

- 1.1 Nadder Community Land Trust Ltd. (“NCLT”) welcomes offers of support of all those with relevant skills who share its values and are able to give their time and energy to help it achieve its charitable objects.
- 1.2 NCLT’s volunteers provide unique benefits:
 - a) they contribute to the an active and sustainable local community, upon which NCLT’s future as a community-led organisation depends;
 - b) their diversity (of age, experience and background) and their roots in the local community ensure that NCLT remains well connected with the community at large; and
 - c) without volunteers NCLT would only be able to achieve a small percentage of its work.
- 1.3 NCLT’s volunteers freely give their time, skills and experience without financial remuneration beyond out of pocket expenses. It is therefore important that they are properly supported, that their generosity is not imposed upon and that that feel able to raise any concerns.
- 1.4 This policy applies to all NCLT volunteers and to all its employees, directors and officers who come into contact with volunteers. It sets out the duties of care which those volunteering for NCLT have to one another, to NCLT and the responsibilities which NCLT has to them. For ease of reference, in the remainder of this document NCLT’s employees, volunteers, directors and officers are together referred to as “Officers”.
- 1.5 Before commencing their volunteering, all NCLT volunteers should confirm they agree to this Policy when signing their Supporter or Membership Form.

2 Recruitment

- 2.1 When recruiting or selecting volunteers, Officers should ensure that their decision-making complies with NCLT’s Equalities and Diversity Policy.
- 2.2 NCLT is committed to open recruitment. All opportunities for regular volunteering (whether for a defined period or otherwise) will be communicated in advance to NCLT Members, and were possible the wider community, so that all those who might feel they have the skills or experience to contribute can be considered.
- 2.3 When making a recruitment or selection, Officers should:
 - a) have regard to the nature of the role and take all reasonable measures to ensure that this is matched to the skills and attributes of the volunteer they engage;
 - b) where selecting one from a number of candidates; ensure:
 - that selection is fair, unbiased and complies with NCLT’s Equalities and Diversity Policy; and
 - that all reasonable steps are made to offer unsuccessful candidates alternative roles with which they are well matched;

- c) ensure that the volunteer understands the exact nature of the role for which they have volunteered, the demands it will make on their time and that they receive the necessary training and supervision;
- d) ensure that the volunteer has read and agrees to the following policies, which apply to all volunteers:
 - NCLT’s Volunteering Policy (this document); and
 - its Code of Conduct and Good Practice.
- e) ensure that the volunteer is aware of those other NCLT policies which are relevant to their role, including:
 - Safeguarding Policy;
 - Health & Safety Policy;
 - Disciplinary Procedure;
 - Grievance Procedure;
 - Bullying and Harassment Policy;
 - Whistleblowing Policy; and
 - Equality and Diversity Policy;
- f) ensure that the volunteer understands that they are freely giving their time without remuneration (subject to out of pocket expenses); and
- g) arrange for an Officer (the volunteer’s “Mentor”) to take responsibility for the volunteer’s welfare and safety insofar as it relates to their work for NCLT.

3 Mentoring and Training

- 3.1 Each volunteer’s Mentor is responsible for that volunteer’s welfare, safety, support, training and supervision as it relates to their volunteer work for NCLT; and should take all reasonable steps to ensure that the following apply in respect of each task which the volunteer is asked to do:
 - a) the volunteer clearly understands the task and the skills required;
 - b) the volunteer’s skills and experience have been matched with the role and any gaps have been addressed:
 - through delivery of appropriate training;
 - through discussion with the volunteer leading to agreement on ways in which any gaps may be mitigated (for example through collaboration), provided that the Mentor is satisfied such an approach would not place the volunteer at risk of harm; or
 - by withdrawal or redeployment of the volunteer onto another task;
 - c) any necessary Safeguarding procedures and Risk Assessments have been performed;
 - d) the volunteer knows what steps to take if they have any concerns about the task; and
 - e) the volunteer knows that they under no obligation and may decide to withdraw from the task at any time in accordance with this Policy.
- 3.2 NCLT will make all reasonable efforts to ensure volunteers have the necessary experience to perform their role and/or will provide necessary training. However, its resources as a small charity may not permit it to provide training in all cases. In such situations, it is for

the volunteer and Mentor together to agree whether the volunteer should accept the task, together with any mitigating measures which should be applied, as set out in this Policy.

4 Conduct

- 4.1 All volunteers must ensure that their conduct whilst volunteering is in furtherance of NCLT's charitable objects and does nothing to bring NCLT into disrepute. In particular they should ensure that they have read and agree to the following policies, which apply to all volunteers:
- Volunteering Policy (this document); and
 - Code of Conduct and Good Practice.
- 4.2 In the unlikely event that a volunteer's conduct is called into question, the Board is responsible for dealing with any concern in accordance with NCLT's Disciplinary Procedure.

5 Concerns, Anxieties or Grievances

- 5.1 NCLT's volunteers are often best placed to understand where standards of conduct need attention and to this end it is important that any concerns are dealt with quickly and thoroughly.
- 5.2 In the event that a volunteer has any concern, grievance or complaint relating to their volunteering, they should where possible raise it informally in the first instance with their Mentor. Alternatively they should follow the procedure set out in NCLT's Grievance Procedure or Whistleblowing Policy.

6 Expenses

- 6.1 Volunteers should be able to claim reasonable out-of-pocket expenses for their volunteering as set out in this Policy, in line with any additional guidelines or policies approved by NCLT's Board, provided that such expenses have been discussed and agreed with their Mentor in advance.
- 6.2 To take account of NCLT's limited resources as a small charity, Officers will endeavour to keep expenses as small as possible, for example by organising online meetings in place of physical meetings. With the exception of reasonable stationery and printing costs, NCLT is not able to reimburse the standing costs associated with working at home, such as electricity, computer costs, broadband connection or heating.
- 6.3 Each Officer is responsible for familiarising themselves with this Policy as it may not be possible to reimburse expenses incurred outside this guidance.

- 6.4 All agreed expenses should be itemised on an Expenses Claim Form provided at the end of this document and (with the exception of the use of personal vehicles) each item should be supported by a receipt.
- 6.5 Exceptionally, other expenses for which no supporting receipt can be supplied may be reimbursed at the discretion of the Treasurer.
- 6.6 Each Expenses Claim Form should be authorised:
- for sums over £100, by the volunteer’s Mentor and the Treasurer; or
 - otherwise by the volunteer’s Mentor or a Board Member.
- 6.7 Authorised Expenses Claim Forms should be submitted monthly to the Treasurer, or more frequently if the total claim has reach £100 or more.
- 6.8 The following types of cost may be the subject of Expenses claims:

Public transport

- Standard class or equivalent public transport within the United Kingdom.
- Officers should make maximum use of any reduced fare arrangements and book in advance wherever possible.

Personal vehicles

- The following mileage allowances may be claimed by volunteers using their own vehicle for travel on NCLT business.:

Car or van	45p per mile (up to 10,000 miles, 25p thereafter)
Motorcycle	24p per mile

- Reasonable parking fees, congestion charges and toll charges but not parking fines.

Taxis

- Travel by taxi in the following circumstances:
 - there is no reasonable or practical alternative to getting to the destination.
 - the volunteer is required to work so early or late that public transport is not reliably available, or their safety is compromised;
 - a ‘heavy load’ is being transported, which would be unreasonable to carry on public transport; or
 - the volunteer has special mobility needs such that public transport is not appropriate.
- The reason for travel by taxi must be shown on the Expenses Claim form, and a receipt provided.

Subsistence and Overnight Accommodation

- 6.9 Reasonable costs for overnight accommodation where it is necessary for volunteers to perform their duties away from home.

- 6.10 The reasonable cost of meals purchased while volunteers are staying away from home or are working late at night or in the early morning on NCLT business.

Medical costs

- 6.11 The reasonable cost of eye tests where Officers are required to work regularly for over 15 hours a week on NCLT business using computers.

Printing and Stationery Costs

- 6.12 The reasonable costs of printing, ink and stationery.

Other Costs

- 6.13 Where approved in advance by the Treasurer (or other NCLT Officers in accordance with NCLT's Financial Control Policy).

7 Use of Vehicles

- 7.1 To comply with UK legislation, Officers wishing to use their vehicle for to travel on NCLT business must ensure the following are in place before they travel:
- a) they have a full UK driving licence;
 - b) the vehicle has in-date MOT certificate and is fully taxed; and
 - c) either they are insured to drive the vehicle on business, or they are insured to drive their vehicle and have informed their insurer that it will be used as part of their volunteering work for NCLT.

8 Changing or Ending volunteer Work

- 8.1 Whilst volunteers may withdraw from a volunteering role at any time, volunteering also means that the volunteer may have made commitments which other NCLT volunteers will be relying on. Therefore, where a volunteer wishes to withdraw from a role or task, they should make every effort:
- a) to inform their Mentor as early as possible, so that alternative arrangements may be made;
 - b) to return and/or dispose of any data, materials or records supplied to them in connection with their work for NCLT promptly, as requested by their Mentor or by NCLT's Board; and
 - c) to supply to NCLT copies of any data, artwork or materials created by them in connection with their work for NCLT promptly on request.

9 Copyright

- 9.1 Work created wholly by a volunteer remains their property, because as a volunteer they have generously given their time to NCLT without payment. Nevertheless, it is accepted

that work created by one NCLT volunteer may need to be published, used or adapted by NCLT or other NCLT volunteers, both now and in the future.

- 9.2 Therefore, in agreeing to volunteer for NCLT, each volunteer also agrees that NCLT and its Officers are granted an unlimited and perpetual licence to use, amend or reproduce the any work created during the course of volunteering without charge or attribution provided this is consistent with the purpose for which the work was intended and is in pursuit of NCLT's legitimate business and charitable objects.

10 Bullying and Harassment

- 10.1 Officers are responsible for ensuring:
- a) that NCLT's volunteers can work free from harassment and bullying; and
 - b) that all those who volunteer for or come into contact with NCLT are treated with dignity and respect in accordance with NCLT's Bullying and Harassment Policy.

11 Insurance

- 11.1 NCLT will ensure that all volunteer work performed in accordance with this Policy is covered by appropriate insurance policies held by NCLT in respect of:
- a) public liability insurance; and
 - b) employer's liability insurance.

12 Health and Safety

- 12.1 NCLT volunteers mostly give their support at times and locations which suit them, taking responsibility for their own health and safety when volunteering for NCLT (for example when delivering leaflets), but NCLT has specific responsibility for the health and safety of its volunteers, visitors and the public in respect of work:
- a) at an event or venue which is controlled or supervised by NCLT; or
 - b) where tasks are performed under the direction of an NCLT Officer.
- 12.2 All NCLT Officers should therefore be aware of NCLT's Health and Safety Policy and are responsible for ensuring it is applied to any events or work where NCLT has a safety role.

13 Review

- 13.1 This policy is effective from 1st December, 2021 and will be reviewed every three years.

14 Expenses Claim Form



Name:	
Address:	
Contact Email:	
Phone:	

Reason for expenses:-

Expenses claimed:-

Date	Receipt No	Description	Amount
Please number and attach original receipts.			Total
			£0.00

For ease of making payment please provide your bank details here. If no details are given reimbursement will be by cheque:

Bank:	
Sort Code:	
Account Name:	
Account Number:	

Signed: _____ Date _____
 Volunteer

Approved: _____ Date _____
 Mentor or Board Member

EMAIL A COPY OF THIS FORM TO THE TREASURER AT
 INFO@NADDERCOMMUNITYLANDTRUST.ORG