

# Developing a Volunteer Policy

A volunteer policy is a framework for a volunteer programme. It enables your organisation to consider the benefits and challenges that come with involving volunteers. The process of writing a volunteer policy will help you to consider the practicalities of why and how you involve volunteers and where they fit in with the aims of the organisation. The volunteer policy should refer to the other policies in your organisation that affect volunteers, such as recruitment, expenses, equal opportunities and so on. When writing or amending your volunteer policy, consult with existing volunteers, paid staff and senior management.

## Why do we need a Volunteer Policy?

- A volunteer policy shows a level of commitment an organisation has to its volunteers.
- Writing a volunteer policy will help you to consider the practicalities of how you involve volunteers.
- It will help you to identify anything you need to put in place to help the smooth involvement of volunteers.
- It can help to ensure volunteers are treated equally and fairly.
- The ability to refer to a written policy can help to ensure decisions and procedures are consistent.
- A volunteer policy should give a clear summary of what volunteers can expect in terms of recruitment, training, volunteer roles, expenses and supervision. It clarifies the volunteers' role within the organisation.

## What should a volunteer policy include?

Each volunteer policy will be unique to the organisation. It can be kept more concise by referring to existing policies, rather than including them at detailed length within the volunteer policy itself. Please see our example volunteer policy for a more detailed idea of what you can include. If you would like any help with developing your policy please contact us, you can email Claire and Grace at [volunteer@salfordcvs.co.uk](mailto:volunteer@salfordcvs.co.uk) or phone us on 0161 787 7795.