

VOLUNTEER MANAGEMENT

In its current structure, the Charity's only volunteers are normally the Trustees although others could be recruited on an ad hoc basis for specific purposes.

All volunteers, whether Trustees or otherwise, are treated equally and fairly.

Their details will be held confidentially in line with data protection requirements.

When volunteers are exposed to significant or unusual health and safety risks, the Trustees will ensure suitable safeguards are put in place.

Volunteers are recruited by the Trustees through networking, personal recommendations and advertising if appropriate.

All new trustees go through an induction and training process to enable them to understand and fulfil their role. Any other volunteers receive whatever training is appropriate to the purpose for which they have been recruited.

Trustees normally pay their own minor expenses but significant out-of-pocket expenses can be claimed when cleared in advance with the Chairman of the Trustees or the Treasurer.

All volunteers can request advice or support from the Chairman of the Trustees if they feel it necessary. The Chairman will respond to all such requests in a sensitive and timely manner.

28th September 2016