



St Helen's Church, Ashby de la Zouch

Volunteer Policy

Many roles within the church are fulfilled by volunteers. Indeed the church could not function without volunteers. These include leadership roles, children's workers, worship team, stewards and guides, as well as many others. This policy provides guidelines for all volunteers.

We recognise the valuable contribution volunteers make to enable the vision and values of the church. Volunteers bring many new skills, knowledge and enthusiasm, adding a refreshing perspective to the work of St Helen's. We are seeking to develop good practices in volunteering in accordance with the following principles.

1. Volunteer role profiles

All volunteers will have a role profile. This will include a description of the sort of tasks the role includes, who is responsible for the role and how the role fits with the church vision. It may also include an indication of the amount of time required to fulfil the role. The profile also includes the expected duration of commitment for the role.

2. Diversity

Volunteering at St Helen's is open to everyone, regardless of background, gender or ability. Support will be given to enable everyone who wishes to take on a volunteering role to be able to do so. Whilst some roles within the church require a Christian belief, Heritage Volunteers will be drawn from the wider community, and may come with different beliefs or none, provided they are able to respect the purpose and vision of St Helen's Church.

3. Induction and training

All volunteers will receive an initial induction which will usually be informal and undertaken by the role leader.

In addition, all volunteers will be supported in their roles. To achieve this, various training opportunities will be provided by the church. Volunteers are encouraged to attend any sessions relevant to the role they are playing.

For Heritage Volunteers there will be special training relating to their secular role in greeting visitors, providing guided tours and activities for young and old. All Heritage Volunteers will be expected to attend this initial training before starting their roles. Additional training may be provided for interested volunteers.

4. Volunteers Expenses

Expenses can be claimed by volunteers for reasonable out of pocket costs incurred whilst fulfilling their role. These should be claimed via the person identified as the role leader in the role profile. All expenses should be claimed within 1 month of incurring them.

Claiming expenses is optional. However, for those who incur regular expenses or large expenses, it is requested that they are claimed to assist with future budgeting. The expenses may then be gifted to the church once received if the volunteer so chooses.

5. Insurance

The Church's insurance policies provide protection for volunteers in respect of an accident causing loss, damage or bodily injury due to negligence while engaged in a St Helen's activity. The Public Liability cover provides cover for any one incident or series of incidents in respect of activities associated with St Helen's. These include youth activities, adult meetings, work parties, catering provision, social, sports and welfare activities.

The Public Liability cover not only protects our volunteers engaged in activities with Third Parties but also covers loss, damage, or bodily injury incurred by one volunteer by the negligent action of another volunteer.

In addition to the Public Liability cover, we also hold Personal Accident cover for volunteers if a volunteer is injured during a Church activity. All accidents involving personal injury should be reported to the church office.

Use of a motor vehicle must be covered by a motor insurance policy for that vehicle, so if using their own vehicle, a volunteer should make sure that their policy covers them during any activity.

6. Health and Safety

Please refer to the St Helen's Health and Safety document, which is available from a church warden on request.

7. Child / Vulnerable Adults Safeguarding Policies

Volunteers who work with children or vulnerable adults in whatever capacity must adhere to the St Helen's Child and Vulnerable Adults Safeguarding policies.

Volunteers in any role may be required to complete a Disclosure and Barring Service (DBS) check which will be paid for by St Helen's Church. If the outcome of the check indicates that there may be issues with the volunteer completing some of the requirements in the role profile, this will be discussed with the volunteer and the role leader to find a suitable solution.

8. Role Leaders

It should be noted that often the role leader will themselves be a volunteer, and the relationships are designed to be two way and respectful. If at any time a volunteer has an issue with their role leader this should be discussed with one of the church wardens.

Policy agreed by St Helen's PCC January 2015, to be reviewed January 2018 (at the latest)

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