









Policies and Procedures Checklist for Volunteer involving organisations







There are many types of volunteer involving organisations and for some certain policies will be required by law. The nature of your work will also determine the policies you need, but the following should be in place as a minimum.

POLICY	IN PLACE Y/N	NOTE/LINKS
 Health and Safety Policy		<p>Health and Safety should be treated as a priority by groups and organisations that engage volunteers and you should seek appropriate advice on your legal obligations. It is good practice to treat volunteers the same as paid staff in terms of protecting their Health and Safety.</p> <p> NCVO Health and Safety advice</p>
 Equality and Diversity Policies		<p>An Equal Opportunities Policy will ensure everyone in your organisation is treated fairly and without discrimination. It is a legal requirement for some organisations.</p> <p> WCVA Example equal ops policy</p>
 Safeguarding - Child/ Adult at Risk Protection (if relevant) Policy		<p>A robust Safeguarding Policy will ensure your organisation meets its legal requirements to safeguard vulnerable groups and everyone within your organisation. Contact your local CVS for safeguarding training courses.</p> <p> WCVA Safeguarding Audit Tool</p>





POLICY	IN PLACE Y/N	NOTE/LINKS
 Volunteer Policy		A good Volunteer Policy will ensure best practice in all aspects of the volunteer role.  TSSW advice on volunteer policy development
 Data Protection & Confidentiality Policies		It is a legal requirement for organisations to comply with the General Data Protection Regulations (GDPR) and confidentiality requirements. If in doubt seek specialist advice to ensure your policy complies with the law.  WCVA Data protection resources





It is also good practice to also have the following policies in place.

POLICY	IN PLACE Y/N
Lone Working Policy is essential if lone working is involved	
Reimbursement of Expenses Policy/Procedure	
Conflict of Interest Policy	
Complaints Policy	
Volunteer Agreement	



Useful links:



**NCVO
- Volunteering**



**I work with volunteers
- WCVA**



**Volunteering Archives
- Third Sector Support Wales**



West Glamorgan Volunteering Support is a multi-agency project creating shared resources to develop the knowledge, management and coordination of volunteers and volunteer involving organisations across the Swansea and Neath Port Talbot areas. It has been funded through the Welsh Government Volunteering Recovery Fund.

The project partners are:

Neath Port Talbot Council, Neath Port Talbot Council for Voluntary Service, Swansea Bay University Health Board, Swansea Council, Swansea Council for Voluntary Service and West Glamorgan Regional Partnership.

For more information visit:

www.westglamorgan.org.uk/wgvs