

# Volunteering Policy

## Introduction

Together for Neurodiversity CIC recognises the invaluable contributions of our volunteers in helping us achieve our mission to support and celebrate neurodiverse individuals. Our volunteering policy outlines the principles, expectations, and support mechanisms for volunteers, ensuring a positive and rewarding experience for all.

## Policy Statement

We are committed to providing a supportive, inclusive, and respectful environment for our volunteers. This policy ensures that all volunteers are treated fairly, given meaningful opportunities to contribute, and supported throughout their involvement with our organisation.

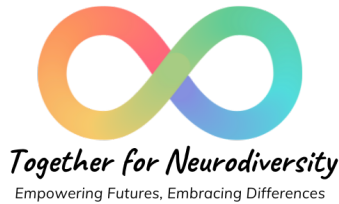
## Scope

This policy applies to all volunteers at Together for Neurodiversity CIC, including regular, occasional, and short-term volunteers. It covers all aspects of volunteering, from recruitment and training to support and recognition.

## Volunteering Principles

We adhere to the following principles in our volunteer programme:

1. **Inclusivity:** We welcome volunteers from diverse backgrounds and experiences, recognising and valuing the unique contributions each individual brings.
2. **Empowerment:** We empower our volunteers by providing them with the necessary training, resources, and support to fulfil their roles effectively.
3. **Compassion:** We approach volunteer management with empathy, ensuring volunteers feel valued, understood, and supported.
4. **Collaboration:** We foster a collaborative environment where volunteers work alongside staff, partners, and the community to achieve our mission.
5. **Respect:** We respect the autonomy, dignity, and contributions of our volunteers, ensuring they are treated with the utmost respect and fairness.



6. **Education:** We are committed to providing ongoing learning opportunities for our volunteers to enhance their skills and knowledge.
7. **Accountability:** We hold ourselves accountable to our volunteers, ensuring transparency, ethical practices, and a commitment to their well-being.

## Recruitment and Selection

- **Open and Fair Recruitment:** We recruit volunteers through a transparent and fair process, ensuring equal opportunities for all.
- **Role Descriptions:** Clear role descriptions are provided, outlining the tasks, responsibilities, and expectations of each volunteer role.
- **Interviews and References:** Potential volunteers undergo an interview process and are asked to provide references to ensure a good fit for the role and the organisation.

## Induction and Training

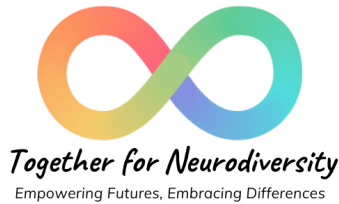
- **Comprehensive Induction:** All volunteers receive an induction that covers our mission, values, policies, and procedures.
- **Role-Specific Training:** Volunteers are provided with training relevant to their roles to ensure they have the necessary skills and knowledge.
- **Ongoing Development:** We offer opportunities for volunteers to attend additional training sessions and workshops to further their development.

## Support and Supervision

- **Designated Supervisor:** Each volunteer is assigned a supervisor who provides guidance, support, and feedback.
- **Regular Check-Ins:** Supervisors conduct regular check-ins with volunteers to discuss progress, address concerns, and provide support.
- **Open Communication:** We maintain open lines of communication, encouraging volunteers to share their experiences, suggestions, and concerns.

## Volunteer Rights and Responsibilities

- **Rights:** Volunteers have the right to be treated with respect, to receive adequate training and support, to work in a safe environment, and to be recognised for their contributions.



- **Responsibilities:** Volunteers are expected to adhere to our policies and procedures, respect confidentiality, perform their duties to the best of their ability, and represent the organisation positively.

## Recognition and Reward

- **Acknowledgment:** We acknowledge and celebrate the contributions of our volunteers through regular recognition events and public acknowledgment.
- **Feedback:** Volunteers receive regular feedback and opportunities for formal and informal recognition of their efforts.
- **Opportunities for Advancement:** Where appropriate, we offer opportunities for volunteers to take on additional responsibilities or leadership roles.

## Health and Safety

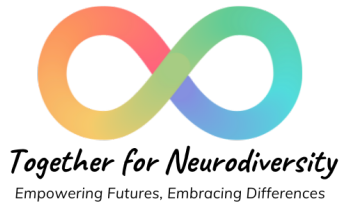
- **Safe Environment:** We are committed to providing a safe and healthy environment for our volunteers.
- **Risk Assessments:** Regular risk assessments are conducted to identify and mitigate potential hazards.
- **Health and Safety Training:** Volunteers receive training on health and safety procedures relevant to their roles.

## Confidentiality and Data Protection

- **Confidentiality Agreement:** Volunteers are required to sign a confidentiality agreement to protect the privacy of individuals and the organisation.
- **Data Protection:** We comply with data protection laws and ensure that volunteers' personal data is handled responsibly and securely.

## Problem Solving and Grievances

- **Supportive Approach:** We take a supportive approach to resolving any issues or concerns raised by volunteers.
- **Grievance Procedure:** A clear grievance procedure is in place for volunteers to raise and resolve any issues or concerns.



- **Fair Resolution:** We are committed to resolving problems fairly, promptly, and transparently.

## Volunteer Exit

- **Exit Interviews:** We conduct exit interviews with departing volunteers to gather feedback and learn from their experiences.
- **Recognition of Service:** We provide a formal acknowledgment of the volunteer's contribution upon their departure.
- **Ongoing Engagement:** Departing volunteers are encouraged to stay connected with the organisation through alumni networks and events.

## Review and Updates

This policy is reviewed annually and updated as necessary to ensure it remains relevant and effective in supporting our volunteers and achieving our mission.

By adhering to this Volunteering Policy, Together for Neurodiversity CIC reaffirms its commitment to creating a positive, inclusive, and supportive environment for all volunteers, recognising their invaluable contributions to our mission of celebrating and empowering neurodiverse individuals.

## Contact Information

For any questions or concerns regarding this policy or our volunteering programme, please contact:

### **Volunteer Coordinator**

Together for Neurodiversity CIC  
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