Volunte

Policy

1 Policy Statement

- 1.1 The Charity recognises that committed to improving the ex
- 1.2 As far as possible, the Chal volunteer can request a co working is one of the flexible v
- 1.3 Home working has been introbalance between volunteerin activities and commitments beneficial for both the Charity it wherever possible.
- 1.4 The policy fits with the Charit its beneficiaries and achiev environment for volunteers.
- 1.5 A change in volunteering to h
- This policy applies to all volu equitably, whether home or of
- 1.7 This policy does not form part
- 1.8 The Charity may update this p

2 Policy Aims & Benefits

- 2.1 This policy aims to:
 - 2.1.1 increase the options
 - 2.1.2 reduce costs;
 - 2.1.3 increase efficiency;
 - 2.1.4 improve volunteer re
 - 2.1.5 improve volunteer re
- 2.2 The benefits of this policy for
 - 2.2.1 retention of traine volunteering for dom training of new volun
 - 2.2.2 reduction in office ad
 - 2.2.3 greater volunteer sat
 - 2.2.4 enhanced quality of
 - 2.2.5 greater flexibility for and
 - 2.2.6 furtherance of the (working can help vol

3 Volunteer Home Working D

- 3.1 Volunteer home working is wh
- 3.2 Home working can be divided

ant assets of the Charity, and is for all volunteers.

unteer working arrangements. A orking options. Volunteer home n be requested by volunteers.

with the aim of providing a better domestic, paid work, and other plunteer home working can be the Charity tries to accommodate

e highest standards of service to by providing a better working

porary or permanent.

le Charity will treat all volunteers

en volunteer and Charity.

arrangements;

olunteers include:

ght otherwise have to cease n savings on the recruitment and

space;

sponsibility;

and domestic/other commitments:

ities policy. For example, home

some or all of their role at home.

1

3.2.1 **Regular home wor** home on a regular be

3.2.2 Occasional or ad h ad hoc basis, witho base for these volun

4 General Principles

- 4.1 All volunteers, whether working with the policies and procedure
- 4.2 Volunteers who work from ho and expected standards of a include the Charity's general v
- 4.3 When home working, the dut set out in their agreement with
- 4.4 The Charity encourages and needs. A volunteer can requestion normal part of their volunteer
- 4.5 The Charity will decide whet volunteer [line manager][coo working for them and will impered the Charity and its volunteers
- 4.6 While volunteers work from l possible in the Charity and events and benefits, as well a
- 4.7 The Charity will keep in regu [phone], [email], [video confe
- 4.8 The << volunteer [line manag working arrangements in ord regular contact should be manager][coordinate.]</p>
- 4.9 If a volunteer at any point fee should discuss this with the <
- 4.10 A volunteer working from how which is free from disruption arrangements for dependents
- 4.11 The home working volunteer: >> if their home working base
- 4.12 Occasional/ad hoc home wo formal, regular home workin working may include the illn situations, volunteers should soon as they think they w manager][coordinator] >> will for the day or short period cor

5 Applying for Formal Regula

5.1 Whilst volunteers are not ent their volunteering arrangemen

formal agreement to work from

teers who work from home on an to carry out a specific task. The rity's office.

fice base, are required to comply

same rules, policies, procedures e as all other volunteers. These ose specifically for volunteers.

sponsibilities of the volunteer (as apply.

ig where it meets the Charity's king arrangement, to make it a temporary or permanent basis.

suited to home working. The << er the appropriateness of home re demonstrable benefits to both

them to remain as involved as des having access to its news, eer development and training.

rs during their home working via e meetings].

gularly monitor and review home nued effectiveness. To this end, ne working volunteer and the <<

acking guidance or support, they r][coordinator] >>.

le environment in which to work e, mean making adequate care ring hours.

Inteer [line manager][coordinator]

be arranged at short notice. For . Reasons for occasional home se weather conditions. In these [line manager][coordinator] >> as home. The << volunteer [line rise it or cancel their volunteering

, they can request a variation to om home.



- 5.2 To work effectively, home w Whilst not all volunteer role considered on its merits.
- 5.3 A volunteer who wishes to aparrangement should discuss if first step. If they then decide send an application letter or An application should allow e should be sent well in advantage.
- 5.4 A volunteer's written applicati
 - 5.4.1 the nature of their re
 - 5.4.2 how they think hom Charity;
 - 5.4.3 how they think it will
 - 5.4.4 why they think they a
 - 5.4.5 whether home worki
 - 5.4.6 the date that they pro
 - 5.4.7 what their proposed
 - 5.4.8 how they would carry
 - 5.4.9 how they would r [<<volunteer [line magnetic service users,] [and
 - 5.4.10 how they would proits [clients,] [service
- 5.5 The Charity will meet the vo
- 5.6 Applications for home we manager][coordinator]'s >> circumstances and the needs
- 5.7 If a request for home working refusal in writing. If a volunte may contact << Name/positio reasonable.
- 5.8 A volunteer working from ho before being allowed to work
- 5.9 If a home working arrangem period. If the Charity does not normal volunteering arrangen
- 5.10 The Charity may at any time r
- 5.11 If the volunteer moves house,
- 5.12 The Charity may end a volur unsatisfactory (e.g. because working does not work as it sl
- 5.13 The Charity may end a volun that the volunteer's conduct is
- 5.14 The Charity will permit the premises where it ends their that would be inappropriate i

meet the needs of the Charity. e working, any request will be

s a normal part of their volunteer ne manager][coordinator] >> as a st for home working, they should r [line manager][coordinator] >>. ity to consider it properly, and so r would like the home working to

h detail as possible about:

it:

r them, for their role and for the

ties:

b home working;

or permanent arrangement;

r the arrangement;

ıld look like;

le just as effectively from home;

t and relationships with their [manager,] [colleagues,] [clients,]

ion belonging to the Charity and s,] [contractors,] [and others].

sible. The Charity will notify the meeting.

red at the <<volunteer [line nto account the volunteer's

ty, it will give the reasons for the been unreasonably refused, they why they feel the decision is not

sign a home working agreement

Charity will review it after a trial t, the volunteer will return to their

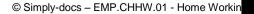
ng home working arrangement.

gement will be reassessed.

reasonable notice if it is proving ecomes unsuitable, or the home e as required).

nediately if the Charity considers

eir volunteering at the Charity's ent unless the Charity considers ad bring their volunteering to an



end.

5.15 If a volunteer wants to bring t volunteer [line manager][coor

6 Selection Criteria

In determining whether to grant a reinto account:

- 6.1. whether the role is properly ca
- 6.2 the impact on the level of serv
- 6.3 whether costs incurred are re
- 6.4 the needs of the volunteer for
- 6.5 the suitability of the home env
- 6.6 the ability of the volunteer to
- 6.7 whether arrangements can be volunteer and the Charity; and
- 6.8 the suitability of the volunte whether the volunteer has the role effectively from home, tal
 - 6.8.1 ability to work indepe
 - 6.8.2 self-motivation;
 - 6.8.3 self-discipline;
 - 6.8.4 good time managem
 - 6.8.5 ability, through remo
 - 6.8.6 ability, as far as nece
 - 6.8.7 volunteering record, and any previous wa

7 Equipment and Connectivit

- 7.1 The Charity will loan the necessary properly and safely from hom Charity.
- 7.2 Such equipment may include relevant IT equipment (PC, I consumables (e.g. printer par
- 7.3 The Charity will bear the concequipment.
- 7.4 The Charity may need access repair or service the equipme much notice as possible of a the Charity in relation to such
- 7.5 [Equipment loaned by the 0 exclusively by the volunteer volunteer.] OR [The Charity volunteer for reasonable and business.]
- 7.6 The volunteer must keep any

end, they should speak to the <<

the following criteria will be taken

eing undertaken at home;

iveness;

rangements;

contact;

tive communication between the

ability, the Charity will consider skills to carry out their volunteer

s materials they need and speak

teering and home life; and conduct and performance levels eering.

volunteer to enable them to work ed will remain the property of the

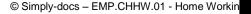
dline telephone, broadband line, (desk, chair, lockable drawers),

ning, repairing or replacing the

to risk assess, set up, maintain, iny time. The Charity will give as le volunteer must cooperate with

hal use and may only be used d not by anyone other than the loaned by it to be used by the mily] use] as well as for Charity

he Charity secure and must take



reasonable care of it, and will to their failure to take adequa

- 7.7 The volunteer must return ar any time, including when the l
- 7.8 The volunteer's use of their permissible if it satisfies the but the Charity will not be res of the volunteer's own equipm
- 7.9 Only equipment that is author working.

8 Health and Safety

- 8.1 The Charity is responsible for they work, at home or elsewh take reasonable care not to el
- 8.2 Prior to the volunteer start assessment at the volunteer suitable for its purpose and t [will][may] allow this to be remedial work or measures b starting to work from home periodically.
- 8.3 The home working volunteer safe working environment. T issues and for reporting any >>.
- 8.4 If a home working volunteer incident takes place, they mu Charity's health and safety po
- 8.5 Failure to comply with these of result in ending the volunteer'

9 Insurance and Other Finance

- 9.1 [Equipment supplied to a horn policy.] OR [A home working a a valid and comprehensive in Charity for home working.]
- 9.2 It is the home working volun and contents insurance. The volunteer's home or its contents and contents insurance poworking, the volunteer must company about the type of volunteer basis, and must mathe volunteer is fully protected.
- 9.3 Some mortgage and rental a for work purposes. The volu about the volunteering work obtain their permission where

arity for its loss or damage if due

y the Charity when requested at ent ends.

ent for volunteering purposes is afety and technical requirements or otherwise responsible for any

be used by a volunteer for home

elfare of its volunteers, wherever volunteers must ensure that they ers to risks to health and safety.

Charity will undertake a risk prk at home to ensure that it is ied out safely there. The Charity unteer themselves. Should any completed prior to the volunteer seessments will be carried out

are to ensure that they work in a for day-to-day health and safety nteer [line manager][coordinator]

ty concerns, or if an accident or is to << Name>> in line with the

requirements of the Charity may ment.

bvered by the Charity's insurance ible for providing and maintaining uipment supplied to them by the

rovide adequate home buildings ability for damage caused to the angements may affect the home der. Before commencing home urance company to advise the y will be carrying out at home on es to their policies to ensure that home.

event home premises to be used ir landlord or mortgage provider at home on a regular basis and

10 Confidentiality, Security an

- 10.1 The home working voluntee property, information, files, an
- 10.2 The volunteer, whether wo themselves familiar and comp
- 10.3 The Charity has a particular of security. It will carry out a danot to agree to a volunteer further such risk assessments
- 10.4 The home working volunteer take all reasonable precaution with the Charity's requirement they are able to retain the sec
- 10.5 The volunteer must ensure the information and that held on parties. Volunteers must not the information.
- 10.6 A volunteer must report any a protection to <<state job title</p>

11 Hours of volunteering

A volunteer working from home car work. Volunteers and << the vol appropriate working pattern. A hom

12 Inability to carry out role du

If a volunteer cannot work on a ho follow the procedure set out in their

13 Expenses

- 13.1 The Charity will reimburse e addition the following types purpose of the volunteer's re travel from home to office for
- 13.2 It will, at its discretion, to be expenses incurred by the volu

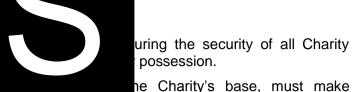
This policy has been approved &

NAME: <<INSERT

POSITION: <<INSERT

DATE: <<DATE>:

SIGNATURE:



rking volunteers maintaining data ment before deciding whether or at and will periodically carry out

g. line manager >> that they will tiality of material in accordance nager >> will determine whether of information within their home.

and accessed, including written nd cannot be accessed by other ght prejudice the security of such

of security, confidentiality or data mmediately.

needs, choose when and how to bordinator] >> should agree an take appropriate breaks.

e of illness or injury, they should

he volunteer agreement [and in and reasonably incurred for the idditional types of expense, e.g.

case basis, also reimburse other

tees]:

F TRUSTEES>>