

This is the statement of general policy and arrangements for Tiverton Area Communities Transition (TACT)

The Steering Committee has overall responsibility for this policy

Community Group/Event Leaders & Volunteer supervisors have responsibility for ensuring this policy is put into practice

TACT involves volunteers in community groups and activities with the following objectives:

To raise awareness of the issues associated with the twin challenges of Peak Oil and Climate Change and the consequent need to develop a low carbon, sustainable future through local action.

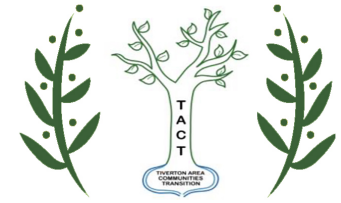
To support and encourage local initiatives and projects that help to make the transition to a low carbon, sustainable future, reducing waste and addressing recognised sustainability issues at a local level.

Commitment to volunteers

TACT acknowledges that volunteers contribute in many ways, that their contribution is unique and that volunteering can benefit users of services and activities, local communities and the volunteers themselves.

TACT believes that volunteering can build and enhance an individual's skills, knowledge and experience, irrespective of their role.

TACT values the contribution made by volunteers and is committed to involving and supporting volunteers and developing the volunteering opportunities.



Recruitment and Coordination

TACT is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or offending background (that does not create a risk to vulnerable groups including children).

We will carry out informal discussions to ensure the role is right for both parties. We will encourage participation based on the ability of each volunteer to carry out an appropriate role for them.

If the volunteer will be carrying out any regulated activities with vulnerable groups (children and/or adults) a Disclosure and Barring Services (DBS) check may be required, and statutory guidance will be followed according to our Safeguarding Policy.

There will be an induction process for all new volunteers. This may be brief and informal, or a booked formal session, depending on the nature of the role and activity. TACT will provide an online induction pack and volunteer agreement to assist community groups with this.

All volunteers will have a nominated event leader or supervisor to offer guidance and advice to help the volunteer carry out tasks effectively.

Training, development and supervision

Volunteers will have access to appropriate training if needed and information to help them successfully carry out their volunteering role. It is the volunteer's responsibility to ensure they attend relevant training.

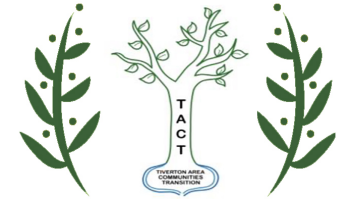
All volunteers will be made aware of and have access to all the organisation's relevant policies, including those relating to volunteering, health and safety, safeguarding (where appropriate), and equal opportunities.

Volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support.

Volunteers will be given the opportunity, where appropriate, to share their views and opinions with their local community group or TACT committee.

Expenses

The organisation's volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the spend. What can be reclaimed from the organisation and the calculation of expenses will be explained to the volunteer during the induction process.



Insurance

Devon CAG public liability insurance includes volunteers, and their specific roles. It does not insure the volunteer's personal possessions against loss or damage.

Data Protection, confidentiality and intellectual property

TACT will advise volunteers on its data protection and confidentiality policies and procedures. We take great care to protect volunteer information as part of our data protection responsibilities.

The rights to any original works produced in the course of volunteering will belong to your community group or TACT, unless otherwise agreed. Examples of this include; photography, artwork, graphic design, written work, including the results of research.

Safeguarding, problem-solving and complaints

TACT is committed to safeguarding the well-being of all volunteers and participants, who are involved in or affected by our projects and activities.

If you have any concerns regarding a child (i.e. anyone under the age of 18) or adult during the course of your volunteering, please report your concerns to your supervisor or event leader.

For more information please refer to our Safeguarding policy.

TACT aims to treat all volunteers fairly, objectively and consistently. Complaints or concerns should initially be discussed with your supervisor or event leader in an ad hoc discussion or an arranged meeting.

TACT seeks to ensure the volunteer's views are heard, noted and acted upon promptly and will aim for a positive and amicable solution based on recognised voluntary organisation problem-solving guidance.