



Indian Futures

Volunteering Policy

Written by: Harriet Papenfus (Volunteer)

Reviewed by: Anna Amado (Project Manager)

Date: 15/11/2021

Last review: 14/10/2024

Next review: 14/10/2026



Introduction

This policy outlines the broad principles and practices for voluntary involvement in Indian Futures. This policy is of relevance to prospective volunteers, current volunteers and relevant staff handling and managing volunteers. The board of Indian Futures Trustees recognise this policy, and it will next be reviewed on 15/11/23 to ensure its current appropriateness and relevancy within the organisation.

Commitment

Indian Futures recognises the importance and integral role that volunteers have in contributing to the running of the charity. Each contribution is unique, beneficial, and appreciated. Indian Futures is committed to involving contributions and the volunteers themselves in appropriate positions in which the roles and additions are encouraging, supportive and, in turn, developing volunteering.

Definition

Volunteers are unpaid individuals and of their own free will contribute their time, energy, and skills to benefit the community and our organisation.

Values and Principles

Indian Futures aims to encourage and reassure volunteer involvement to ensure volunteering wholly benefits the organisation and all our participants. We commit to offering a wide range of opportunities for volunteers and encourage a diversity of people to volunteer, including those from under-represented groups such as youth, people with a disability, older people, people from black minority ethnic communities and the LGBTQ+ community.

Indian Futures recognises our responsibility to organise the volunteering programme efficiently and sensitively; to ensure time is used efficiently for the volunteer and all parties involved. We recognise volunteers' legitimacy and critical role in Indian Futures and acknowledge that it is not a substitute for paid employment.

At this present time, Indian Futures has no paid staff; the policy will be reviewed if this status changes.



There is no enforceable obligation in contract imposed on any volunteer to attend, give or be set a minimum amount of time to carry out tasks involved in their voluntary activity. However, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both what the organisation expects of volunteers and what volunteers expect of the organisation.

Indian Futures' values include:

- Quality and Equity
- Diversity and Inclusion
- Partnership and Sustainability
- Openness and Transparency

For a more detailed outlook on our values, please refer to our 'Purpose and Values' document.

Volunteer Responsibility

Rights

Indian Futures recognises the rights of volunteers to:

- To have clear information about what is expected of them
- To know their rights and responsibilities
- To volunteer in a safe environment
- To receive appropriate training and support
- To be offered the opportunity for personal development
- To contribute to the running and development of the charity with their ideas and suggestions
- For their concerns and complaints to be listened to and dealt with appropriately
- To be treated fairly and with respect
- To be free from discrimination
- To be recognised and appreciated



- To receive out-of-pocket expenses

Expectations

- To be reliable and honest
- To respect confidentiality when necessary
- To volunteer in accordance with Indian Futures' Principles and Values
- To have a good understanding of our aims, activities, operating areas, beneficiaries, and the challenges facing them
- To carry out tasks within agreed guidelines and timeframes
- To contribute positively to our aims and avoid bringing the organisation into any disrepute
- To make the most out of training and support opportunities
- To read and comply with the organisation's volunteer agreement, policies, and risk assessments

Volunteer coordination, support, and supervision

Indian Futures will provide clear and concise activity and task descriptions which will be reviewed every 2-4 weeks.

Each volunteer will have a designated leader to offer guidance, support, and supervision to help the volunteer carry out their tasks effectively and efficiently. Clear information will be provided to the volunteer about who to contact to receive support and supervision. The tasks and activities will be agreed on between the volunteer and supervisor. Complete understating and briefings of the tasks and activities will be undertaken to ensure volunteer confidence and performance.

The nominated leader will have overall responsibility for the development of voluntary activities within Indian Futures – Anna Amado (Founder and Fundraiser). This person is responsible for the management and welfare of the volunteers.



Volunteers will have access to regular support and supervision. Consequently, the volunteer and the supervisor can identify and monitor the volunteer's involvement, recognising achievements and any training needs specific to their role and/or personal development.

Volunteers have the opportunity when relevant to share their thoughts and opinions with the organisation's wider staff.

Resolving Problems/Differences

The organisation aims to treat all volunteers fairly, objectively, and consistently. We seek to ensure all views are heard, noted, and acted upon punctually. Any issues recorded will be settled in an informal manner. If an informal manner proves unsuitable, the charity trustees (i.e., Sushma Clark, Adeline White and/or Gilly Woodley) will seek advice on how to resolve the matter in a formal manner. The designated officer (i.e., Anna Amado) is responsible for handling problems regarding volunteer complaints and conduct. If a volunteer's behaviour is repeatedly unacceptable or there is a significant breach of policy, they may be asked to change their role or leave the organisation.

Recruitment/Selection

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

The selection of volunteers is based on merit and the criteria of the individual's suitability to carry out agreed tasks. Opportunities to volunteer will be promoted to make them accessible to all members of the community. The prospective volunteer will undergo an informal interview and, if carrying out activities with vulnerable groups, may be asked to complete an enhanced Disclosure and Barring Service check. More detailed information will be made available if required for the specific volunteering position.

Training and Development

It is a high priority for Indian Futures to equip volunteers with the necessary skills and information to carry out their tasks. It is the responsibility of the volunteer to attend



relevant training that their supervisor recommends. Training for the supervision of volunteers will be provided for those who have direct responsibility for volunteers.

Booklets and presentations are provided to all volunteers about the charity. Specific training related to the volunteer's role will be carried out on a need-to-know basis as upcoming courses arrive.

Volunteers will be made aware and have access to all the organisation's relevant policies.

Reimbursement and Expenses

Indian Futures recognises that the reimbursement of relevant expenses is important from an equal opportunity view and ensures all individuals have access to voluntary opportunities. The organisation has a consistent approach to the reimbursement of expenses to all volunteers.

Volunteers will be given precise information of what can be claimed from the organisation and how this process occurs by their volunteer supervisor before starting any activity that is likely to give a reason for an expense.

Insurance

Indian Futures obtains insurance when running private events. Risk assessments are carried out for any occasion. The organisation does not insure the volunteer's personal possessions against loss or damage.

Other relevant documents

Organisational policies and reports relevant to volunteers include:

- Safeguarding Policy
- Safeguarding Incident Response Plan
- Safeguarding Report Form
- Risk Assessment Template
- Financial Management Policy
- Volunteering Policy
- Code of Conduct



All Policies are available in English but can be translated to other languages upon request and when there is a reasonable need for it.