

# SILVERDALE METHODIST CHURCH

Earl Street, Silverdale,  
Newcastle, Staffs, ST5 6NF.

Minister – Rev. Christine Legge  
Children & Families Worker – Jayne Leighton

## VOLUNTEER POLICY

### **Policy Statement**

It is our policy to recruit, train and support volunteers, in-order to provide services to the community which we serve. The role undertaken by volunteers will enhance the value of the services given.

### **Practice Statement**

The volunteer policy should be read in context with the other policies of the Church. Volunteers are valued as part of the team providing services to the community. The aim of the policy is to underline our wish to create an environment in which volunteers know what can be provided for them and what is expected of them, so that they will enjoy their role, perform it well and want to continue to volunteer.

### **Volunteer Practices and Procedures**

Volunteers are able to be involved in the following –

- Providing social and community based services.
- Providing accessible information and advice.
- Influencing, and understanding of, the needs of people in all sectors of society.

All volunteers will receive induction training. Ongoing support will be given during the volunteer's time with the Church.

**SILVERDALE METHODIST CHURCH** will cover all training fees, and will promote equal opportunities by providing information in accessible formats.

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We recognise that each individual will have their own needs, both for role satisfaction and personal development, and we will seek to help volunteers meet those needs by regular discussion and review of their role.

The Church expects volunteers to take an active role, and is always open to ideas and comment. Individual discussions are held regularly.

**SILVERDALE METHODIST CHURCH** has an Equal Opportunities Policy, and actively recruits volunteers from all sectors of the community.

A regular commitment is expected from all our volunteers.

## **Recruiting Volunteers**

A DBS check is necessary and essential before a person can volunteer.

Volunteers need to be aware of all policy documents, which will be given to new volunteers when recruited.

All volunteers must sign the Confidentiality Agreement.

Out-of-pocket expenses are paid for, and mileage & parking when considered appropriate.

**SILVERDALE METHODIST CHURCH** carries Public Liability insurance which covers activities carried out by volunteers acting on behalf of the Church.

Our Equal Opportunities Policy applies to all aspects of volunteer recruitment and support.

**SILVERDALE METHODIST CHURCH** has a commitment to ensure that all reasonable and practical safeguards are taken for the safety and welfare of the volunteers. Volunteers have a responsibility to report issues, and to abide by all appropriate policies.

**This policy is for the promotion of good volunteer management and is a 'live' document.**

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## Confidentiality Agreement for Volunteers

**SILVERDALE METHODIST CHURCH** requires that strict confidentiality be maintained with respect to all the information obtained by volunteers concerning the Church, as well as the members and others that they serve.

As a volunteer of **SILVERDALE METHODIST CHURCH**, I understand that I may have access to confidential information, both verbal and written, relating to members and volunteers of the Church.

I understand and agree that all such information is to be treated confidentially, and only within the boundaries of my volunteer position at the Church.

I also agree not to discuss these same matters after I have left my volunteer position at the Church. I further understand that breach of this agreement shall constitute grounds for, and may result in, termination of my volunteer status within the Church, except where such disclosure is consistent with stated policy and relevant legislation.

I sign below to indicate my acceptance and agreement with the terms outlined above.

Volunteer Signature - \_\_\_\_\_

Print - \_\_\_\_\_

Date - \_\_\_\_\_