



Warwickshire Pride

Registered Charity Number: 1162449

# Volunteer Policy

Warwickshire Pride supports the use of volunteers and will ensure that volunteers are properly integrated into the organisation, enabling them to contribute effectively to its work and that volunteers will not be used to replace or reduce the work of paid staff.

Warwickshire Pride will provide relevant training to enable the volunteers to contribute effectively.

## **Equal Opportunities**

Warwickshire Pride aims to work in an anti-sexist, anti-racist, and wholly non-discriminatory way and to challenge practices which discriminate against sexual orientation, class, race, disability, nationality, age, gender, gender identity, marital status, or responsibility for dependants.

We expect all our employees, including volunteers, to support this aim.

Our Equal Opportunities has more information.

## **Recruitment and Selection**

Volunteers can be recruited directly through contact with Warwickshire Pride or through other organisations e.g. Warwickshire Community and Voluntary Action (WCAVA). All volunteer opportunities should be publicised widely in ways accessible to all sections of the community, and should indicate both what will be required of the volunteer and what can be gained from being involved.

Prospective volunteers will be asked to complete an application form and provide two references. Prospective volunteers will then be interviewed or where relevant invited to attend a trial session at the service they have applied for to find out what they would like to do and to find out whether their available time and skills match the requirements of Warwickshire Pride or other local volunteering opportunities.

Volunteers will also be required to be DBS checked, dependant on their role, and the cost will be met by Warwickshire Pride. DBS checks will be renewed every two years for volunteers who have roles facilitating Warwickshire Pride services and every three years for volunteers who act as trustees.

## **Volunteer Tasks**

Volunteers will be given guidelines and role descriptions detailing the areas of work they are responsible for.

## **Confidentiality, Security and Data Protection**

Volunteers will be bound by the same requirements for the above as paid employees.

Volunteers should declare any personal interest, whether financial or otherwise, that may create a conflict with the interests of Warwickshire Pride.

It is a serious offence to corruptly receive or give any consideration for doing or not doing any act or showing favour or disfavour to anyone in the course of volunteering at Warwickshire Pride.

It is also a serious offence to disclose to any person not entitled to know, any matters which are confidential to Warwickshire Pride, its employees, volunteers or service users.

## **Induction and Probation**

All volunteers will be entitled to an induction to familiarise themselves with the work of Warwickshire Pride and the people involved there, their roles and where their roles take place.

There will be a probationary period of four weeks or four sessions to ensure that both parties feel that the role is correct and appropriate to the volunteer and Warwickshire Pride.

## **Training and Expenses**

Training will be provided as appropriate. Out of pocket expenses will be paid as agreed. Liquid refreshment will be provided free of charge whilst volunteering or the cost of refreshments can be reimbursed as expenses within line with Warwickshire Pride's Expenses Policy.

## **Complaints and Grievances**

If there are any complaints against a volunteer, then they will be handled according to Warwickshire Pride's Disciplinary Procedure and Grievance Procedure.

Last reviewed: January 2026

Next review due: January 2027