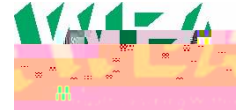


WEA volunteer policy

Approach to developing and sustaining volunteers

Last amended:	July 2022	Version:	7
Next review date:	July 2024	Directorate:	MMIG



Contents

Background	3
Purpose	3
Values	3
Scope	3
Equality and diversity	3
Procedures	4
1 Recruitment and selection	4
2 Training and support	4
3 Expenses and insurance	4
4 Recording impact of volunteering	4
5 General expectations	5
6 Problem-solving procedures	5
Appendix 1 - WEA volunteer code of conduct	8

Related documents



respect, co-operation and understanding between people from diverse backgrounds. We will regularly evaluate and monitor our progress towards improving diversity.

6. Procedures

6.1 Recruitment and selection

We will not seek to limit the range of voluntary activities that may be undertaken across the Association, locally and regionally. However, we will identify the more common voluntary activities and provide related information as an annexe to this policy. Volunteers may be recruited and selected by a range of methods according to their suitability in helping meet the needs of planned activities. Some roles may need a structured process of recruitment and selection, including references and criminal record checks, and others will be more informal.

6.2 Training and support

We will provide development and training for staff to enable them to support volunteers consistently throughout the WEA. Volunteers can expect to be made to feel welcome and provided with an induction pack, role-specific guidelines and appropriate resources to feel confident in carrying out their planned activity. The safety and welfare of volunteers is paramount and there is a joint responsibility to risk assess any activity undertaken.

Volunteers can expect to have a named person, who may be another volunteer, who will be able to regularly discuss their volunteering successes and problems with them and give feedback on their volunteering activity. Any problems they may have will be dealt with sympathetically, fairly and transparently. WEA will aim to involve volunteers in discussions that may affect their role and when volunteers leave the WEA, we will seek to ascertain the reason and whether they want to be kept informed of WEA activities.

6.3 Expenses and insurance

We will not support



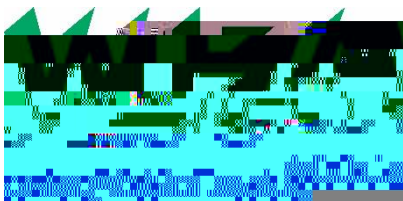
- A complaint received about a volunteer via the WEA complaints procedure as detailed above
- An allegation of misconduct in relation to performance, attitude or behaviour, or uncovered as part of routine checks and balances in relation to the implementation of WEA policy or procedure

The general procedure for handling such cases is laid out below.

General procedure

- On notice of a complaint about or allegation of misconduct by a Regional Education Manager, Scottish Director, Feedback Manager, other member of staff or another volunteer, the relevant Area Education Manager or Senior Area Education Manager will conduct an investigation as appropriate
- If deemed necessary and, on approval of the relevant Regional Education Manager, the volunteer may be suspended from their role while the investigation takes place
- The volunteer will have the option to be accompanied and supported by a person of their choice to any meeting as part of the investigation
- The Area Education Manager or Senior Area Education Manager will decide to uphold or otherwise the complaint / allegation and advise the volunteer of their decision in writing within 20 working days
- If the complaint / allegation is upheld, the volunteer may be asked to stop volunteering for the WEA for good
- The volunteer may appeal the decision by writing to the Head of Fundraising, Membership & Volunteering who will investigate further and respond in writing within 10 working days

Governance volunteers (branch / Scottish local association officers, regional committees and non-trustees) can be contacted via the WEA helpline on 020 7464 2000 or email info@wea.org.uk





2. Carry out your volunteer role to the best of your ability, aiming to meet mutually agreed time commitments and standards as determined by your designated member of staff:-

- Co-operate with and follow all reasonable instructions which apply to you
- Keep in contact as agreed with your designated member of WEA staff, letting them know in good time (at least 24 hours) if you are unable to carry out your volunteer role
- Keep your designated member of WEA staff informed of any changes



- Your position is privileged, so please do not engage with the WEA for any kind of private benefit (including financial) to you or others, this includes soliciting or accepting gifts which might be considered a bribe
- Make sure you pass on all donations given for the WEA, to your designated member of WEA staff for recording purposes
- You must not accept money or gifts for your personal use
- Seek permission if you want to use the WEA's name for events (including fundraising events)
- You should not use the WEA name or logo to start companies, unless this has been authorised by a designated member of the WEA Staff

Date

Volunteer Signature

Full Name (printed)

Counter signed

Full Name (printed)