



EEA Volunteer Policy

Elsie Ever After Volunteer Policy

1. Introduction

At Elsie Ever After, volunteers are an essential part of our mission to support bereaved people. We value the time, skills, and commitment that volunteers bring, and we are committed to creating a safe, supportive, and rewarding volunteering experience.

This policy sets out the principles and procedures for volunteer involvement in our charity. It applies to all volunteers working on behalf of Elsie Ever After.

2. Purpose of Volunteering

Volunteers contribute to our work in various ways, including but not limited to:

- Assisting with events and fundraising
- Providing administrative support
- Supporting service delivery
- Raising awareness of our cause

Volunteering is a mutual arrangement. It is unpaid, and while volunteers are not employees, they are an integral part of our team.

3. Recruitment and Selection

We aim to make volunteering accessible to all, regardless of background or experience. Selection of volunteers is based on the needs of the charity and the interests and skills of the applicant.

- Some roles may require references or background checks (e.g., DBS checks) if the role involves working with vulnerable people or sensitive data.
 - We may conduct informal interviews to ensure the right fit for both the volunteer and the organisation.
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4. Induction and Training

All volunteers will receive:

- An introduction to the charity's work, policies, and procedures
 - Role-specific guidance where necessary
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5. Volunteer Rights and Responsibilities

Volunteers can expect:

- A clear description of their role
- A welcoming and respectful environment
- Appropriate training and guidance
- Recognition and appreciation
- Reimbursement for pre-agreed expenses (e.g., travel)

Volunteers are expected to:

- Carry out their role to the best of their ability
 - Abide by the charity's policies, including health & safety, confidentiality, safeguarding, and equality & diversity
 - Treat others with respect
 - Be reliable and inform us as soon as possible if they are unable to volunteer
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6. Expenses

Elsie Ever After will reimburse reasonable, pre-agreed out-of-pocket expenses such as travel or meals incurred while volunteering, in line with our Expenses Policy. Volunteers should keep receipts and submit claims promptly.

7. Health and Safety

We are committed to providing a safe environment for volunteers. Volunteers must take reasonable care of themselves and others and follow any safety guidelines provided.

8. Safeguarding and Confidentiality

Volunteers may have access to sensitive information. All volunteers are required to:

- Maintain confidentiality

- Report any safeguarding concerns to the designated Safeguarding Lead
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9. Ending the Volunteer Relationship

Either the volunteer or Elsie Ever After can end the volunteering relationship at any time. Where possible, we encourage volunteers to provide notice so we can plan accordingly.

If concerns arise about a volunteer's conduct, we will address them promptly and fairly.

10. Review of Policy

This policy will be reviewed annually to ensure it remains appropriate and relevant to the needs of the charity and its volunteers.