

Education **Futures** Trust

Volunteering Policy and Agreement

Date of last review: April 2023
Review date: April 2026
Contact: Chief Executive, Education Futures Trust

Volunteering at the Education Futures Trust

Review Date: April 2023

1. INTRODUCTION

The Education Futures Trust recognises the value that volunteers bring to the organisation and to the community.

Volunteers will be treated equally and will not be discriminated against directly or indirectly for any reason, including disadvantage. The Education Futures Trust is committed to developing initiatives aimed at enabling the active participation of all groups and individuals.

2. STATEMENT OF INTENT

2.1 The Education Futures Trust's volunteering policy is based on providing opportunities that benefit the community, the organisation and the individual.

2.2 The volunteering agreement does not constitute a contract of employment.

2.3 The Education Futures Trust's policy will be reviewed regularly.

3. VOLUNTEERING at the Education Futures Trust

At the Trust volunteers can expect the opportunity to volunteer supported by professional staff.

Volunteers will be expected to undertake a recruitment process, which will involve:

- completing an EFT application form;
- 2 references
- an informal interview.

For those who are successful, the EFT will provide

- induction;
- clarity around expectations and commitment;
- a link person such as the Volunteer Coordinator?
- access to an enhanced DBS/CRB check where work involves contact with children and/or vulnerable adults; basic training, including safeguarding;
- access to the relevant policies;
- travel expenses from home to venue where volunteering takes place;
- hours tailored to meet personal circumstances, whenever possible.

What the Trust expects from its volunteers

- That you will embrace the ethos of the Education Futures Trust.
- Professional conduct including

- treating colleagues (volunteers and staff) and supported caseload with respect and confidentiality;
- reflecting the high standards expected by the Trust through positive behaviour and appropriate language.
- Attendance at essential training, e.g. Safeguarding. First Aid, Food hygiene.
- Completion of an enhanced DBS/CRB check.
- Compliance with Trust policies.
- Commitment to the agreed schedule of activities and that you inform the trust office if you are unable to work on a scheduled day.
- Confidentiality and data protection as described in the relevant policies.

Carole Dixon
Chief Executive
Education Futures Trust

April 2023.

Volunteering Agreement: Volunteering at the Education Futures Trust

Volunteers are an important and valued part of the Education Futures Trust. We hope that you enjoy volunteering with us and feel a full part of our team. This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

What you can expect from the Trust

- To be treated with respect and courtesy.
- A supportive and positive environment that ensures you enjoy your volunteering.
- Equal opportunities.
- Induction.
- Link person to provide support.
- Basic training.
- Whenever possible, hours tailored to meet your circumstances.
- Travel expenses from home to where your volunteering takes place.

What the Trust expects from you

- That you will adopt the ethos of the Education Futures Trust.
- Professional conduct:
 - treating colleagues and supported caseload with respect and confidentiality
 - through positive behaviour and appropriate language, you reflect the high standards expected by the Trust
 - respecting that the information that you gain and the materials you use or create all belong to the Trust and should not be shared with, or taken to, other organisations.
- Attendance at essential training e.g. safeguarding.
- That you will work reliably to the best of your ability, and give as much warning as possible whenever you cannot work when expected
- That you will follow rules and procedures, including health and safety, equal opportunities and confidentiality.
- Completion of a DBS check as requested by the Trust
- That, wherever possible, you give us one month's notice before leaving your volunteering role.

I understand and agree to abide by the above.

Signed (Volunteer)

Print name

Date

Note: this agreement is in honour only and is not a legally binding contract of employment.

Contact details

Trust Address: Education Futures Trust
The Firs, Elphinstone Road
Hastings, East Sussex. TN34 2AX

Telephone: 01424 722241

Link Person: Rae Edwards Mobile No: 07961674045

Disciplinary Procedure for Volunteers

In the event of non-compliance with the standards set by Education Futures Trust, where behaviour is observed that contradicts the charity's values, or a complaint is made about the behaviour of a volunteer by a participant, member of staff or another volunteer, further action may be taken depending on the nature of the complaint.

Informal Meeting

In situations where disciplinary procedures do not need to be invoked, an informal meeting will be held with the volunteer and Volunteer Coordinator to discuss the nature of the complaint and constructively address behaviour. Mediation or additional training may be advised if needed.

Formal Process

Where a complaint is more serious, or if inappropriate behaviour continues, the following action will be taken:

Stage 1 – Formal Verbal Warning – This will follow the format of a disciplinary meeting with the volunteer, Volunteer Coordinator and member of the Management team. A record of the warning will be made, but subject to conduct, would lapse after 6 months.

Stage 2 – Written Warning – If there is no improvement in conduct or if a further offence occurs, the volunteer will be written to and invited to attend a further disciplinary meeting. This will take place as soon as is reasonably possible but giving time for the volunteer to consider the response to the information contained in the letter. The volunteer will be given the opportunity to bring a representative with them.

The meeting will discuss the issues or allegations being made with a view to establishing whether to progress the disciplinary action. Following the meeting, if no further action is warranted, the volunteer will be informed in writing. If the conduct of the volunteer is found to be unsatisfactory, they will be given a written warning with a copy kept on file which will lapse after 12 months subject to satisfactory conduct. The CEO will be advised and kept up to date with any progress.

Stage 3 – Final Written Warning – If conduct still remains unsatisfactory by the stipulated date or is serious to warrant a further written warning, a further disciplinary meeting will be held with the CEO present. The volunteer will be invited to bring a representative. Where the meeting establishes there has been a failure to change or improve behaviour, a final written warning will be given to the volunteer.

Final Stage – Dismissal – If the volunteer's conduct still fails to improve or if further misconduct occurs, the final stage in the disciplinary process may be instituted and the volunteer dismissed.

Gross Misconduct

Where a volunteer is found to have engaged in gross misconduct, they would be subject to instant dismissal without notice and the above procedures will not apply.

Examples of gross misconduct might include:

- deliberate falsification of expenses claims;
- disclosure of confidential information (see confidentiality policy);
- convictions of a criminal offence that undermine a person's suitability for volunteering;
- provision of false information relevant to a person's volunteering position;
- consistently poor attendance on a project, without appropriate notification;
- use of abusive or offensive language or behaviour;
- bullying or harassment;
- unacceptable behaviour under the influence of alcohol or drugs;
- theft of property or misuse of equipment or materials;
- failure to abide by policies and procedures;
- failure to satisfactorily perform assigned duties.

Appeals

If a volunteer wishes to appeal against any disciplinary action, this should be made in writing within 5 working days of the decision being communicated to them, to the CEO.