DISS SURVEYORS' ALLOTMENT CHARITY
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Volunteer Management Policy

1. Purpose

The purpose of this policy is to provide a framework for the recruitment, management and support of volunteers engaged by Diss Surveyors' Allotment Charity ("the Charity").

2. Scope

This policy applies to any volunteers who may be engaged by the Charity.

At the date of adoption, the Charity does not utilise volunteers. Administrative support is provided by Diss Town Council staff and governance is undertaken by the Trustees.

3. Principles

Where volunteers are engaged, the Charity shall:

- Treat volunteers fairly and with respect.
- Provide appropriate information and guidance.
- Seek to ensure volunteers are suitable for their role.
- Provide a safe volunteering environment.
- Comply with relevant legislation and good practice.

4. Recruitment

Volunteers shall be recruited in a fair and transparent manner.

The Charity may request references or undertake appropriate checks where the nature of the role requires this.

5. Safeguarding

Where volunteer roles involve contact with children or vulnerable adults, appropriate safeguarding arrangements shall be implemented.

Disclosure and Barring Service (DBS) checks shall be obtained where required by law.

6. Health and Safety

Volunteers shall be provided with relevant information regarding health and safety requirements associated with their role.

7. Expenses

The Charity may reimburse reasonable out-of-pocket expenses incurred by volunteers whilst undertaking authorised activities on behalf of the Charity.

Any reimbursement shall be supported by appropriate evidence and approved in accordance with the Charity's financial procedures.

8. Equality

The Charity is committed to promoting equality of opportunity and will not discriminate unlawfully in relation to volunteer involvement.

9. Review of Volunteer Arrangements

Should the Charity begin utilising volunteers on a regular basis, Trustees shall review this policy to ensure it remains appropriate to the nature and scale of volunteer involvement.

10. Monitoring and Review

This policy shall be reviewed every four years, or earlier if required by changes in legislation, guidance or the Charity's operations.