

ISM Members Fund

Volunteers Policy

Introduction

In line with our aims, the ISM Members Fund may involve volunteers in its operations.

In recruiting and appointing volunteers, we will follow our equal opportunities policy, our health and safety policy and our safeguarding children and adults at risk policy.

We will aim to ensure, as far as is possible, that volunteers who work with children, young people and adults at risk and who gain substantial access to them, are as safe to do so as can be guaranteed.

Recruitment

All volunteers will:

- be given a clear role description, setting out expectations for their work and conduct;
- complete a form on first appointment and annually at the start of each year, to update their personal details, previous and current work/volunteering experience and qualifications;
- provide photographic proof of identity and, where appropriate, provide disclosure of criminal records evidence (valid DBS certificate) on appointment or on request.

Induction

All volunteers will be given an induction into the work of the Members Fund and into their own area of work, covering:

- health and safety, child protection and adults at risk safeguarding policies and procedures;
- the role of volunteers;
- copies of all relevant policies and procedures;
- information about the ISM Members Fund and the ISM Group;
- other information, as appropriate.

Supervision, support and training

The ISM Members Fund is committed to the provision of training for all members of staff who work with it and its volunteers.

All volunteers will be supervised by a named manager or trustee.

Insurance

All volunteers are covered by the ISM's employer's and public liability insurance policies while they are on the premises or engaged in work on the Fund's behalf.

Health and safety

All volunteers are covered by, and must implement, the ISM Group's health and safety policy.

Confidentiality

Volunteers, including trustees, are required to observe confidentiality at all times.

Responsibility

Overall responsibility for this policy and its implementation lies with the ISM Members Fund Trustee.

Approved June 2017