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| **Inverkeithing Encore Volunteer Policy**  The purpose of this Volunteer Policy is to provide guidance for the recruitment, management, and recognition of volunteers at Inverkeithing Encore. This policy aims to ensure a positive and rewarding experience for all volunteers while supporting the mission and activities of the organisation.  **Scope:**  This policy applies to all individuals who volunteer their time and skills to Inverkeithing Encore.  **Policy:**   1. **Recruitment**:  * **Equal Opportunity**: Inverkeithing Encore is committed to providing equal opportunities for all volunteers and does not discriminate based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. * **Application Process**: Individuals interested in volunteering must complete the volunteer application form. The application process may include an interview and reference checks. * **Role Descriptions**: Clear role descriptions will be provided for each volunteer position, outlining the responsibilities, skills required, and time commitment.  1. **Induction and Training:**  * **Orientation:** All new members will receive an orientation to Inverkeithing Encore, including an overview of the organisations mission, values, and activities. * **Training:** Volunteers will receive relevant training to their role to ensure they have the necessary skills and knowledge to perform their duties effectively. Ongoing training and opportunities will be provided as needed.  1. **Supervision and Support:**  * **Supervision:** Each volunteer will have a designated supervisor who will provide guidance, support, and feedback. Regular check-ins will be conducted to discuss progress and address any concerns. * **Support:** Volunteers will have access to resources and support to help them succeed in their roles. This may include access to equipment, materials, and additional training.  1. **Volunteer Conduct:**  * **Code of Conduct:** Volunteers are expected to adhere to the organisations code of conduct, which includes behaving in a respectful and professional manger, maintaining confidentiality, and following organisational policies and procedures. * **Health and Safety:** Volunteers must comply with all health and safety regulations and report any hazards or incidents to their supervisor immediately.  1. **Recognition and Appreciation:**  * **Recognition:** Inverkeithing Encore values the contributions of its volunteers and will recognise and celebrate their efforts through various means, such as thank-you events, certificates of appreciation and public acknowledgement. * **Feedback:** Volunteers are encouraged to provide feedback on their experience and suggest improvements. This feedback will be used to enhance the volunteer program.  1. **Problem Resolution:**  * **Issues and Concerns:** Volunteers are encouraged to raise any issues or concerns with their supervisor. If the issue cannot be resolved at this level, it will be escalated to a designated member of the board. * **Disciplinary Action:** In cases of misconduct or failure to adhere to the organisations policies, appropriate disciplinary action will be taken, which may include additional training, reassignment, or termination of the volunteer’s role.  1. **Confidentiality:**  * **Confidential Information:** Volunteers may have access to confidential information as part of their role. Volunteers must agree to maintain the confidentiality of all such information and not disclose it to any third party without authorisation.  1. **Volunteer Records:**  * **Record Keeping:** Accurate records of volunteer hours, roles, and training will be maintained. These records shall be used for reporting purposes and to recognise volunteer contributions.   **Review:**  This policy will be reviewed annually and approved by the board to ensure its effectiveness and compliance with current laws and best practices. |
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