

Community Sponsorship Scheme

Volunteer Policy

<Name of Lead Sponsor> values and appreciates our Community Sponsorship volunteers enormously.

Your dedication, passion, skills, work and life experience are invaluable, and can make all the difference to the family you help to resettle.

Community Sponsorship volunteering is open to all, irrespective of religion, age, gender, disability, nationality, race, ethnicity, marital or civil partnership status, maternity status or sexual orientation.

We will train, support and encourage all our volunteers, with the intention that you will feel confident and be enriched by the whole experience. We hope some of you may also benefit in terms of future careers and other opportunities.

Community Sponsorship volunteers are covered by <Name of Lead Sponsor>'s public liability insurance, for any resettlement work they do with refugee families.

This policy statement is part of an easy-to-read Handbook that includes procedures for responding to a safeguarding concern, how to ensure confidentiality, how to protect the family's personal data and so on.

Please do read through the Handbook carefully. If you have any questions please ask your Project Lead, who can discuss with <Name of Lead Sponsor> if necessary.

It is vital for the success of your project that everyone in the group understands and follows not only the safeguarding procedures but all of the guidance in the Handbook.

<Name of Lead Sponsor> will expect our volunteers to:

- ◆ Be reliable and honest
- ◆ Uphold the charity's values and comply with our policies
- ◆ Contribute positively to the aims of the charity and avoid bringing <Name of Lead Sponsor> into disrepute
- ◆ Comply with the Partnership Agreement between <Name of Lead Sponsor> and your group
- ◆ Adhere to the applicable Code of Conduct for your group
- ◆ Carry out your tasks to the best of your ability

As <Name of Lead Sponsor> volunteers you can expect to:

- ◆ **Volunteer in a safe environment**
- ◆ **Know what to do if something goes wrong**
- ◆ **Know what to do when there is a safeguarding incident or concern**
- ◆ **Know how to raise a grievance**
- ◆ **Receive clear information about what is, and is not, expected of you**
- ◆ **Receive adequate support and training**
- ◆ **Receive ongoing advice and guidance whenever you need it**
- ◆ **Be treated with equal respect and dignity at all times**
- ◆ **Be recognised and appreciated**
- ◆ **Be able to say 'no' to anything which you feel is unrealistic or unreasonable**
- ◆ **Be reimbursed from your Sponsorship Fund for travel and other necessary expenses**