



All Saints Church, Ladbroke

Heritage Project Volunteer Policy

1. Recruitment

- We will recruit most volunteers for the Heritage Project from Ladbroke and the surrounding area, a few specialists or experts may come from further away.
- We will accept people of any faith or none as Heritage Project Volunteers.
- We will talk with applicants to check they are suitable for a role. A formal interview and formal references may be required for leadership and management positions.
- We will recruit in accordance with our policies for:
 - Safeguarding including Safer Recruitment
 - The Recruitment of Ex-offenders
 - Equality & Diversity
- Our safeguarding policy will identify which volunteer roles require a DBS check and to what level, and, if required, we will organise this and make any payment needed.

2. Induction & Training

- All volunteers will have an induction which includes
 - Introduction to the project
 - Health and Safety briefing
 - Role induction and training, including safeguarding, if appropriate
 - Familiarisation with any relevant policies
 - Information about practicalities
- Volunteers will also receive on-the-job and formal role specific training as required

3. Volunteer formalities

- All Heritage Project Volunteers can expect to have
 - A role description
 - A mutual expectations agreement
 - A named person to turn to for support and guidance
- The church will ensure that insurance is in place to cover the volunteers and the things they are asked to do.

- We will apply for a child employment permit, if required by the local authority, for all Heritage Project Volunteers under the school leaving age, eg Duke of Edinburgh Award participants.
- All Heritage Project Volunteers will be reimbursed out-of-pocket expenses, subject to prior agreement.
- We will provide any special clothing or equipment needed, unless defined otherwise in the role specification.

Dealing with problems

- We will seek to deal informally with issues that arise.
- If problems can not be resolved informally, we will use our problem solving procedure to ensure that problems are resolved fairly.

Implementing the policy

- The **All Saints for all generations** project leader is responsible for the implementation of this policy.
- It will be reviewed annually by the PCC.