

**Deafblind Scotland vision – “A society in which deafblind people have the permanent support and recognition necessary to be equal citizens”**



## **Deafblind Scotland Policy on Volunteering**

### **What do we mean by volunteering?**

‘Volunteering’ is “The commitment of time and energy for the benefit of society and the community, the environment, or individuals outside one’s immediate family. It is undertaken freely and by choice, without concern for financial gain.”

### **Policy Statement**

Deafblind Scotland recognises the important role played by volunteers in the work of Deafblind Scotland and the important and valuable contribution made by them to enrich the quality of everyday lives of members.

Deafblind Scotland recognises that the role of volunteers complements but cannot replace that of paid staff and others who provide services to members.

Deafblind Scotland will demonstrate a commitment to provide training and support for volunteers, whether directly or indirectly.

Deafblind Scotland will nominate staff members responsible for establishing and maintaining appropriate communication systems to ensure that staff and volunteers are aware of, and understand their complementary roles.  
(Currently Participation, Fundraising and Development Officer)

### **Aims of the Policy for Volunteering**

#### **Deafblind Scotland will:**

- Arrange appropriate training, support and resources for volunteers, those who work alongside volunteers and for those who have a managerial role in relation to volunteers
- Clearly define the tasks to be performed by volunteers so that all concerned with the activities are sure of their respective responsibilities
- Apply the Equal Opportunities policy to volunteering
- Give volunteers the opportunity to represent their views within the organisation
- Take steps to ensure that paid staff at all levels are clear about the role of volunteers, and that good working relationships are fostered between paid staff and volunteers

#### **Recruitment, Interview and Selection**

- Volunteers will be placed in accordance with appropriate volunteer recruitment and selection procedures

- There will be clearly understood procedures for vetting volunteers who are to work with our members
- References will be taken up and a PVG will be undertaken.
- Placements will match the volunteer's skills, talents and interests with the member's requirements
- Once placed, we will expect volunteers to comply with existing policies and procedures

### **Support for Volunteers**

- An induction period and a review session may be provided to assess the progress of the placement
- Where appropriate, agreed expenses will be paid.
- Volunteers will have clearly specified lines of support and supervision
- Volunteers will have safe working conditions and be insured
- Volunteers will know their rights and responsibilities, should something go wrong
- Volunteers will be given appropriate training as required
- Long term volunteers will be offered opportunities for learning and development where possible

### **Responsibilities of Volunteers**

- Deafblind Scotland expects volunteers to respect confidentiality
- Deafblind Scotland expects volunteers to attend training and support sessions where agreed
- Deafblind Scotland expects volunteers to carry out their tasks in a way which corresponds to the aims and values of the organisation and work within agreed guidelines and remits.

### **Support for Members**

- Members will be consulted about volunteers providing services to them, and their wishes respected.