

## **Volunteer policy for Tees Valley One World Centre**

Volunteers will not be used to replace paid staff but will bring their diverse skills interests and experiences to enrich the Centre and inform its work in the local community.

### **Induction and training**

TOWC will provide all volunteers with an induction to the organisation and provide training relevant to their role. There will be a trial period of 6 weeks for all volunteers.

Volunteers will have a named supervisor and regular supervision meetings to discuss any problems or issues that may arise.

### **Insurance**

All volunteers will be made aware that they are insured under either public or employer's liability cover.

### **Health and safety**

All volunteers will be made aware of the TOWC Health and Safety policy and practical safety issues as part of their induction.

### **Expenses**

Volunteers will be paid out-of-pocket expenses only for which receipts must be provided.

Reasonable expenses will be reimbursed, such as:

- travel to the place of volunteering
- travel undertaken as part of the voluntary work
- meals taken whilst volunteering
- postage and telephone costs (if working from home)

### **Confidentiality/Data Protection**

All volunteers will agree to abide by the requirements for confidentiality where appropriate

All personal information held on volunteers will be covered by the Data Protection Act

TOWC is committed to offering equal opportunity to volunteers from different backgrounds

Volunteers will be able to be involved in the organisation decision-making processes where appropriate.

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