

Policy - Volunteer Policy			
Document Reference No. 30	**Revision Level: 1**	**Approved By: S Scott**	
References: Health and Safety		**Originator:** CEO	**Date Approved:** 5/7/2026

1. Purpose

Trauma Informed Parenting (TIP) recognises and values the critical contributions of volunteers in supporting parents, caregivers, and professionals to understand and implement trauma-informed approaches.

This policy establishes a clear framework for volunteer engagement, ensuring fair treatment, appropriate support, and compliance with legal obligations, safeguarding principles, and best practices.

2. Scope

This policy applies to all TIP volunteers, trustees, and staff involved in volunteer management, covering:

- Recruitment and selection processes.
- Volunteer rights and responsibilities.
- Training, supervision, and recognition.
- Safeguarding, data protection, and grievance handling.
- Volunteer exit procedures.

This policy should be read in conjunction with TIP's Safeguarding Policy and Data Protection Policy.

3. Volunteer Rights

TIP is committed to providing a safe, fair, and supportive environment for all volunteers. Volunteers have the right to:

- A clear role description outlining expectations.
- Appropriate training and supervision.
- A safe and healthy environment, in line with health and safety regulations.
- Respect, inclusivity, and protection from discrimination.
- Confidential handling of personal data (UK GDPR compliance).
- Reimbursement for approved out-of-pocket expenses.
- The ability to decline tasks they feel uncomfortable with.
- Provide feedback and be heard, ensuring concerns are addressed.

4. Volunteer Responsibilities

All TIP volunteers must:

- Support TIP's mission and values.
- Follow TIP's policies and procedures, including safeguarding and confidentiality guidelines.
- Attend required training sessions and maintain continuous learning.
- Be reliable, adhering to agreed schedules.
- Provide notice if unable to attend or continue volunteering.
- Represent TIP positively, ensuring professionalism in all interactions.

5. Recruitment & Selection

5.1 Equal Opportunities & Diversity

TIP is committed to inclusive and fair recruitment practices, welcoming volunteers from diverse backgrounds.

5.2 Application & Screening

- Prospective volunteers must complete an application form.
- Interviews will be conducted to assess suitability.
- References will be checked to verify experience and reliability.
- Background checks (PVG Scheme) will be required for roles involving vulnerable individuals.

6. Induction & Training

- All volunteers will receive a structured induction pack , covering TIP's mission, policies, and expectations.
- Role-specific training will be provided as needed.
- Ongoing learning opportunities will be available to support volunteer development.

7. Support & Supervision

7.1 Volunteer Oversight

- Each volunteer will be assigned a designated supervisor for guidance.
- The supervisor will check-in with the volunteer quarterly to provide any required feedback and support.

7.2 Wellbeing & Mental Health Support

TIP recognises the emotional impact of trauma-informed work and will:

- Offer support resources for volunteer wellbeing.
- Provide access to mental health and resilience support.

- Volunteers are required to make their supervisor aware of any illness, hollidays or other types of leave that might affect their volunteering role.

8. Recognition & Appreciation

TIP values its volunteers and will:

- Regularly acknowledge contributions, ensuring volunteers feel appreciated.
- Offer references upon request.
- include volunteers in all Trauma Informed Parenitng events.

9. Volunteer Expenses

- Volunteers will be reimbursed for travel expenses at 0.45p per mile to any travel when supporting workshop delivery.
- Volunteers have 3 months to complete the volunteer fom, located on the Volunteers handbook, which is pinned to the top of the volunteers FB messenger chat group.

10. Insurance & Liability Protection

TIP volunteers are covered under Trauma Informed Parenting's **Public liability insurance** for accidents during volunteering.

11. Confidentiality & Data Protection

All volunteers must:

- Adhere to TIP's confidentiality policy, ensuring responsible handling of sensitive information.
- Comply with UK GDPR, safeguarding personal data.

TIP will store volunteer data securely, limiting access to authorised personnel.

12. Complaints & Grievance Procedures

12.1 Informal Resolution

TIP encourages volunteers to raise concerns early with their supervisor.

12.2 Formal Grievance Process

If concerns are unresolved, volunteers may escalate their complaint to:

- TIP Manager (Suzanne Scott) via email at Suzanne@tipuk.org
- TIP Chairperson (Kevin Denvir) via email at kDenvir@aol.com

Serious concerns regarding safeguarding must be reported to TIP's Safeguarding Officer, Gillian Whisker (Gillian_whisker@hotmail.co.uk).

13. Ending Volunteer Involvement

13.1 Volunteer Departure

- Volunteers may end their involvement at any time, though notice is requested.
- An exit review may be offered to gather feedback on their experience.

13.2 Organisation-Led Exit

- TIP reserves the right to terminate a volunteer's engagement, ensuring due process if necessary.
- Dismissals will be handled fairly and in accordance with grievance procedures.

14. Policy Review

This policy will be **reviewed annually**, ensuring alignment with **legal requirements and best practices**.

Revision Level.	Description of Revision	Approved By:	Date
0	Approved on	**S Scott**	2/7/2025
1	**Reviewed**	**S Scott**	**17/7/2026**
2	**Next Review**		**17/7/2027**

Trauma Informed Parenting SCIO

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6.0 Related Procedure

- TIP Safeguarding Policy
- TIP Data Protection Policy
- Complaints, Comments and Compliments
- Mileage form