



## Trauma Informed Parenting SCIO



<b>Policy - Volunteer Policy</b>			
<b>Document Reference</b> No. 30	<b>Revision Level:</b> 0	<b>Approved By: S Scott</b>	
<b>References:</b> Health and Safety		<b>Originator:</b> CEO	<b>Date Approved:</b> 2/7/2025

### 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.

Trauma Informed Parenting is a SCIO Registration Number SC049894



## Trauma Informed Parenting SCIO

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

Trauma Informed Parenting is a SCIO Registration Number SC049894



## Trauma Informed Parenting SCIO

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.
- Regular check-ins will be scheduled to provide 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.

### 8. Recognition & Appreciation

TIP values its volunteers and will:

- **Regularly acknowledge contributions**, ensuring volunteers feel appreciated.
- Offer **references upon request**.
- Organise **annual volunteer appreciation events**.

### 9. Insurance & Liability Protection

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



## 10. 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.

## 11. Complaints & Grievance Procedures

### 11.1 Informal Resolution

TIP encourages volunteers to raise concerns early with their supervisor.

### 11.2 Formal Grievance Process

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

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

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

## 12. Ending Volunteer Involvement

### 12.1 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.

### 12.2 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.

## 13. Policy Review

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



## Trauma Informed Parenting SCIO

<b>Revision Level.</b>	<b>Description of Revision</b>	<b>Approved By:</b>	<b>Date</b>
0	Approved on	<b>S Scott</b>	2/7/2025
<b>1</b>	<b>Review due</b>		<b>2026</b>

### Trauma Informed Parenting SCIO

### SC049894

#### 6.0 Related Procedure

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