



## South Oxford Community Association

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# SOCA Volunteering Policy v. April 2025

This policy applies to the recruitment, management and development of all volunteers working with the South Oxford Community Association (SOCA) in the South Oxford Community Centre (SOCC) charity Number: 304351. Where helpers and volunteers are going to work with children, young people or vulnerable adults we will work in conjunction with our safeguarding policy.

## The purpose of this policy

Is to ensure that SOCA enables volunteers to make an effective contribution to the work of the charity and to enable volunteers to gain knowledge and skills. This will be done by:

- Being clear about the volunteering roles available at SOCA;
- Attracting volunteers who will make a positive difference to the organisation;
- Effective management of volunteers so that they contribute effectively to the charity and learn while doing it;
- Organising training and development opportunities for volunteers so that they are able to develop their skills and knowledge;
- Reviewing the current and future needs of the organisation to ensure that it has the necessary skills mix to maintain and grow, for example succession planning (identifying and developing future helpers and volunteers to fill any roles in the future); and
- Ensuring that procedures are kept up to date by regularly reviewing them.

## Policy Statement:

- Volunteers make a vital contribution to the management, finance and maintenance of the Centre, as well as the provision of groups, events and activities.
- The Centre welcomes volunteers from the immediate community and from further parts of the City and beyond.

## Recruitment

We will recruit volunteers to our organisation by;

- Word of mouth
- Use of website
- Social media
- Local publications and signage

We will ensure that our recruitment is:

- Inclusive
- Accessible
- Approachable

We will consider the role and responsibilities of our volunteers and will look to advertise using a variety of methods on a rolling approach. We may look at these factors:

- References
- DBS checks
- Risk assessment
- Suitability for role

## Management

Within our organisation the [Trustees] will manage all volunteers. Volunteers will be able to access an induction which will include:

- Building safety
- What to do in an emergency

- How to notify staff of absence
- Who to speak to with any concerns
- Training for their specific role

Volunteers will be covered by suitable insurance and included in all other policies. Volunteers will have the option to take part in training, staff meetings (where appropriate) and receive supervision meetings as needed.

### **Acknowledgement and recognition**

Our organisation values volunteering and the people who join us in these roles. We will ensure that where necessary expenses are paid. Where practical we will provide further training and development opportunities. We will always strive to recognise the dedication and support of our volunteers and will celebrate their success. Should volunteers need to change their commitment to us, we aim to have an open conversation to enable their support to continue where possible.

### **Endings**

When volunteers leave the organisation we will take time to learn from their experiences and where possible hold a leaving interview or survey. Other documents to be used in conjunction with this policy

- Volunteer application form
- Volunteer agreement
- Volunteer role description
- Volunteer induction plan
- Volunteer training plan
- Volunteer appraisal
- Volunteer recruitment plan
- Safeguarding policy
- Data protection policy

Name

Position

Signed

Date

Your privacy is important to us.

We need to process your data to perform administration tasks. We will comply with all data protection laws. We will only store your data for as long as we are legally required to do so.

You can find out more from our "Privacy Notice" which is available from our website

Please confirm your consent below.

Yes, I consent to SOCA holding the data on this form for administration purposes only.

We are committed to reviewing our policy and procedures annually.