



Volunteers Policy

Adopted by GeoMôn Board on 6th March 2021

This policy outlines how GeoMôn will appoint and support its volunteers.

1. Our aim for volunteers

At GeoMôn we value our volunteers and the contribution they make, and offer them the opportunity to experience the world of work while developing their skills.

2. Guidelines

2a) Attracting volunteers

The Volunteer Managers should establish a network of volunteer sources especially from the local area, centres of learning and working with other organisations. Any enquiries from people interested in becoming a GeoMôn volunteer should email a brief statement of their background and a note explaining their interest in volunteering for GeoMôn. Subject to the consideration of their suitability and favourable references they will be invited for an informal meeting with the Volunteer Managers.

If after the informal interview, GeoMôn and the volunteer decide to go ahead with a volunteering opportunity, the Volunteer Managers will write to the prospective volunteer confirming this and register the volunteer to ensure they are covered by insurance.

2b) Induction and training

There will be an induction prepared and delivered by one of our staff, usually, but not exclusively the Volunteer Managers. This will include:

- Information about GeoMôn including where to access all policies, our vision, mission and our future plans
- The role of the volunteer
- Essential procedures such as timekeeping, rota and confirmation of legally acceptable hours worked if benefits are being claimed.
- Information about training and ongoing learning opportunities.
- Information about essential policies such as confidentiality, data protection, health and safety information

There will be a trial period of four weeks to give GeoMôn and the volunteer time to discover if they are suited to each other. A review will be made mid-way through the trial period and also at the end. This is not an assessment, it is to ensure that both GeoMôn and the volunteer benefit from the volunteering experience. Once appointed the volunteer will be asked to



sign an agreement which outlines their duties and that they will abide by all the GeoMôn policies.

2c) Support

The Volunteer Managers will offer on-going support and will remain the volunteer's key contacts throughout their volunteering with GeoMôn.

2d) Expenses

if the trust is in a financial position to do so, expenses may be reimbursed for lunch and mileage, at the discretion of the Board. Should such a situation arise, all expense will need to be fully supported by receipts.

2e) Insurance, health and safety, accidents and risk assessment

GeoMôn has a valid insurance policy so that volunteers are covered by public liability insurance. Volunteers are advised to read this as it covers the volunteering activities they will be undertaking, and also the main policies that could affect them such as confidentiality, disciplinary, equal opportunities.

2f) Resolving problems

We hope that our volunteers will have a very enjoyable experience volunteering with GeoMôn. However, if their role as a volunteer does not meet their or GeoMôn expectations, or we have not met the commitments anticipated, we want volunteers to feel comfortable about letting us know.

First of all, they should talk to the Volunteer Managers in order to resolve issues before they become a problem. If a volunteer does not feel this will resolve things they should speak to another member of the Board (other than the Chair).

2g) Confidentiality

We expect all volunteers to adhere to confidentiality guidelines which will be explained to them before they begin volunteering with GeoMôn. This also includes the use of social media and contact with any press.

2h) Equality, Diversity and Inclusion

When selecting volunteers, GeoMôn is committed to embracing diversity and promoting equality and inclusion. When representing GeoMôn as a volunteer, volunteers are expected to support our commitment to maintaining and promoting equality (as detailed in UK Equality Act 2010).

Next Review Date: 6th March 2022