

## **Red Ribbon Project Volunteer Policy**

### **Vision Statement**

**“To ensure the professional and personal well being of all volunteers whilst also ensuring the Red Ribbon Projects Policies and Procedures are upheld.”**

### **Volunteers are responsible for:-**

- Themselves
- Their work
- Upholding the Red Ribbon Project (RRP) Standards

### **Volunteers are responsible to:-**

- The Red Ribbon Project
- The Red Ribbon Project Manager
- The Red Ribbon Project Volunteer Team
- The Red Ribbon Project Liaison/Support Worker

### **What You Can Expect From Us**

- The RRP will supply and record appropriate in house training.
- The RRP will supply any necessary follow up in house training for volunteers as the need is identified.
- All volunteers are insured whilst on the premises of the RRP for public liability. This does not extend to outdoor activities such as fundraising or outreach.
- Volunteers are treated with the same respect as paid staff members.
- Volunteers are regularly consulted with respect to their work and feelings about RRP and RRP work.
- RRP, via the volunteer coordinator and/or the project manager, will provide ongoing supervision and support for volunteers.
- No volunteer will be expected or requested to work in RRP by themselves.
- Volunteers can utilise the resources of RRP including the Internet and Library. Internet access may need to be booked in advance.
- Volunteers will not be out of pocket for working with RRP, all work related expenses, apart from travel to and from the office, will be reimbursed but amounts need to be previously agreed with the project manager.
- Volunteers working for the RRP outside of normal working hours can be reimbursed for travel.
- RRP will extend an invitation to all active volunteers at the end of the year to join in with the annual RRP meal.
- All volunteers are welcome to attend all appropriate RRP functions and events.
- RRP undertakes to ensure that volunteers are clear and confident about their duties before commencing work.

- Volunteers will be kept up to date with any changes within RRP working practices and policies that may affect either the volunteer or their work with RRP.
- Volunteers will be informed as to the RRP Policies and Procedures, and supported to take action around any grievances.
- Volunteers can name the manager of RRP as a referee.
- In conjunction with either the volunteer coordinator or the project manager, regular evaluations will take place, so as to facilitate an accurate reference.

## **What We Expect From You**

- The highest standard of work you, as a volunteer, are capable of.
- Reliability.
- You will agree to respect and adhere to the policies and procedures of RRP.
- You will inform us if you are unclear about anything to do with RRP work, policies/procedures.
- You will take regular breaks.
- You will inform us as to your training needs as they are identified.
- You will utilise the structures for support and supervision, and inform us if they are not working for you.
- You will let us know immediately you realise you cannot make an appointment.
- You will not represent the RRP to the media, other statutory or volunteer bodies, unless it has been specifically agreed as your role by the project manager/volunteer coordinator.
- You will give us at least one weeks' notice, (where circumstances permit), if you decide to end your involvement with RRP.
- You will ask if there is something you need to know or do or obtain so that we can facilitate you if at all possible.

## **How To Become A Volunteer (The Procedure)**

Anyone can apply for a volunteer position in RRP. There are different rules depending on how old you are. The beginning of the process is the same for everyone.

**Step 1)** Fill out a volunteer application form. volunteer application forms can be obtained by ringing and asking for one (061 314354) or calling in during opening hours.

**Step 2)** Return the completed volunteer application form to Red Ribbon Project, Redwood House, 9 Cecil Street, Limerick.

**Step 3)** You will be contacted and asked to meet up with a staff member for an informal interview. This will last about 30 minutes and will involve a discussion about your work history and why you want to work with the Red Ribbon Project. At this point you will receive copies of the volunteer policy and the confidentiality policy. You will also be provided with information about the current Equality Legislation. You will also have a discussion about what you would like to do as a volunteer and what we can and cannot offer you.

**Step 4)** Your application will be presented to the Red Ribbon Staff Team together we will decide whether to accept or decline your application. Applications may be declined for a variety of reasons.

**Step 5)** You will be informed of the team's decision. If you are declined then you have the right to ask why and your answer will be sent in writing to the address you have given on your application form.

**Step 6)** If you are accepted we will send a questionnaire out to the two references named on your application with a stamped addressed envelope. (These named referees cannot be family members).

**Step 7)** Once we have received your completed references we will contact those individuals to complete the process.

**Step 8)** At this point you can begin volunteering with us. Until you have completed the volunteer training course your activities will be limited to fundraising and helping out with things like making up condom packs for outreach work.

**Step 9)** At the earliest possibility we will invite you to join us on a volunteer training course.

**Step 10)** After the course you will have an individual interview with the volunteer coordinator to discuss the type of work you may be asked to do with RRP. Fully trained volunteers can negotiate different types of work they might like to do on behalf of, or with, RRP.

People who will be working with children and young people will also be asked to confirm in writing that they have no convictions in Ireland or elsewhere that prevent them from working with children or vulnerable adults.

### **For Under 18's**

We will accept some under 18 year olds as volunteers. (Anyone under 18 looking for a work experience placement needs to ask for the work experience policy.)

The process for volunteer application where the applicant is under 18 is exactly the same as detailed above with two additions:

- We require all volunteer applicants under the age of 18 to supply us with a signed parental consent form. This form will be provided during Step 3) along with all the other documents you require.
- The parental consent form will be signed and returned to the project. The parents/guardians will be contacted to complete the process.

Once volunteer application process has been successfully completed you can begin volunteer work with us.

Volunteer duties for people in school are limited to out of school hours. For once off events, like Irish AIDS Day, if you want to do volunteer work during school hours we will seek written permission from your parents/guardians and also your school.

### **Other Considerations**

Whilst the RRP recognise the value of community education through volunteering, we also value the rights of our service users, clients, and staff.

We will endeavour to create a learning experience for any individual volunteering within our project but will not allow this to interfere with the standard of our service provision.

We reserve the right to refuse a volunteer application at any time.

Whilst it not expected that a trained volunteer will suddenly become unsuitable for work with RRP; if a volunteer was ever found to be unsuitable then the discontinuation of volunteering opportunities will be given in writing or person to the volunteer by the volunteer co-ordinator, the manager, or a member of the Board of Management.

### **REVIEW**

This policy will be monitored on an annual basis.

**May - 09**