



# **Windlesham Field of Remembrance Charity Volunteer Management Policy**

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## **1. Purpose**

The purpose of this Volunteer Management Policy is to establish guidelines and procedures for the effective recruitment, training, support, and management of volunteers at Windlesham Field of Remembrance charity.

## **2. Scope**

This policy applies to all individuals engaged in volunteer activities for the Windlesham Field of Remembrance charity, including volunteers, contractors, and board members.

## **3. Recruitment and Selection**

- Clearly define volunteer roles and responsibilities.
- Conduct background checks or screenings as appropriate for specific roles.

## **4. Training and Induction**

- Provide adequate training for volunteers to ensure they are equipped for their roles.
- Conduct orientation sessions to familiarise volunteers with the WFOR mission, values, and policies.

## **5. Safeguarding**

- Maintain awareness of activities that might create indirect risk
- Consider safeguarding when planning activities involving volunteers
- Reporting anything that could indicate a new or emerging risk

## **6. Health and Safety**

- Implement health and safety measures relevant to volunteer activities.
- Provide guidelines for reporting accidents or incidents.

## **7. Confidentiality and Data Protection**

- Emphasize the importance of confidentiality in handling sensitive information.
- Ensure compliance with data protection laws and guidelines.

## **8. Recognition and Appreciation**

- Develop and implement a recognition program to acknowledge volunteers' efforts.
- Organise events or activities to express gratitude for volunteer contributions.

## **9. Code of Conduct**

- Clearly articulate the expected behaviour and conduct for volunteers.

## **10. Grievance and Complaints Procedure**

- Establish a clear process for volunteers to raise grievances or complaints.
- Outline the steps for resolution and the involvement of relevant parties.

## **11. Legal and Ethical Considerations**

- Ensure that the policy complies with relevant laws and regulations governing volunteering.
- Address ethical considerations related to volunteer engagement.
- By adhering to this Volunteer Management Policy, Windlesham Field of Remembrance aims to create a positive and supportive environment for volunteers, enabling them to contribute effectively to the organisation's mission.

### WFoR Volunteer Management Policy Change and Review Log

<b>Version</b>	<b>Date</b>	<b>Comment</b>
1.0	2 <sup>nd</sup> February 2024	Policy approved and issued
1.1	12 <sup>th</sup> May 2026	Minor update to insert new section on Safeguarding. Change and Review Log added