

DrugFAM Volunteering Policy

Introduction

DrugFAM (DF) will encourage and facilitate volunteers' involvement in its mission support people affected by or bereaved from another person's harmful use of alcohol, drugs, substances, or gambling, including family, friends and colleagues.

Volunteers will complement and not replace the roles of paid DF staff.

DF believes that volunteering also brings benefits to volunteers themselves and to those with whom they work.

In DF a volunteer is a person who does voluntary work on DFs behalf. It is undertaken by choice and it is unpaid.

DFs relationship with volunteers is one of mutual respect and commitment, within which DF and volunteers both have rights and responsibilities. DF will make every effort to make sure that volunteers enjoy their involvement with DF and gain from it in terms of their own personal and professional development.

This Policy aims to:

- Highlight and acknowledge the value of the contribution made by volunteers
- Reflect the purpose, values, standards and strategies of DF in its involvement with volunteers
- Make clear the roles of volunteers and address the relation between volunteers, those who engage them and those who receive their services
- Ensure that the tasks to be performed by volunteers will be clearly defined, so that all concerned parties are sure of their respective roles and responsibilities
- DF will keep records of the work done by volunteers as a basis for monitoring, and volunteers will have access to their records
- DF will adhere to the equal opportunities law when recruiting and selecting volunteers
- DF will ensure that all volunteering opportunities are widely accessible and promoted appropriately.
- Written task descriptions will specify time, commitment, necessary skills and actual duties
- Ongoing placements will match the volunteer's skills, talents and interests with the voluntary work to be carried out
- DF expects volunteers to comply with existing policies and procedures
- All DF volunteers will be subject to an enhanced DBS check before being allowed to engage with DF clients
- Volunteers working directly with clients will be supported by the DF ongoing counselling service
- DF will invest financial and personnel resources in the develop and management of volunteers
- Appropriate training will be provided to all volunteers in accordance with their level of experience with ongoing reviews forming an integral part of a volunteer's engagement by DF
- DF will reimburse appropriate volunteer expenses. Volunteers will be given clear information about what expenses can be claimed and how to make a claim
- Volunteers will be covered by insurance during the time they are working with DF

- Volunteers will be given information on other legislation or policies which may affect them e.g. Health and Safety and Equal Opportunities. In these respects, volunteers will be treated in the same way as paid staff for liability purposes.
- All volunteers will be offered access to appropriate training to enable them to develop their capabilities and personal competence appropriate to their volunteering role
- Be free from discrimination
- Experience personal development through their participation as volunteers
- Work within agreed guidelines and remits
- Attend training and support sessions to enhance a volunteer's knowledge of changing policies and to further their expertise in supporting DF clients
- DF will maintain a duty of care towards volunteers

DrugFAM will make sure:

- Two satisfactory references have been received for our volunteers before they engage clients
- Enhanced criminal records checks have been carried out
- Thorough training and induction are given to volunteers
- Adequate supervision and support is provided
- DF will produce an annual action plan for all volunteer's involvement and development
- DF will monitor and review this policy for volunteers on an annual basis.

Overall responsibility for the implementation, monitoring and review of the policy and procedures lies with the DF's CEO.

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