



VOLUNTEERING POLICY

The Station recognises the invaluable contribution made by our volunteers, not only within our own organisation but also in our community generally. This Policy seeks to set out our approach and should be considered in tandem with the Volunteer Agreement that is in force.

The Station has developed this policy for involving volunteers and to demonstrate our clear commitment to providing equal & worthwhile opportunities for individuals to participate fully in our organisation's activities.

In accordance with this policy:

- We will identify clear roles and provide full information about what is required.
- Volunteering roles will not be a substitute for paid jobs.
- We will send out a clear recruitment message using a variety of methods across all sections of the community.
- We will develop clear and fair selection procedures for all volunteers, adhering to our stated equal opportunities practices at all stages.
- We will do all that we can to address barriers to volunteering to make it easier for people to volunteer - eg provide access for those with disabilities, provide training to help volunteers carry out their role.
- We will try to meet the needs of both the volunteer and the organisation, so that both parties benefit from the relationship.
- All broadcasting is carried out on a wholly voluntary basis.

We will develop procedures to manage volunteers effectively, including:

- registration of volunteers
- trial period and review
- induction
- training
- ongoing mentoring
- guidelines and codes of practice
- access to support and supervision
- procedures for dealing with difficult situations or problems
- access to grievance, disciplinary and appeals procedures.

Furthermore, we will:

- Identify a person with appropriate skills and abilities to coordinate the volunteers, providing training where appropriate.
- Protect volunteers by ensuring you have the appropriate health and safety and insurance provision.
- Regularly review and evaluate all procedures and policies for volunteer involvement.

In the implementation of this policy we will create a Volunteer Agreement to distribute to all volunteers which will clearly outline:

- Our commitments to Volunteers
- Our Expectations of Volunteers

