

TCA Volunteer Policy

This volunteer policy is the foundation on which Trinity's involvement with volunteers is based. It forms the basis of the volunteer programme, giving cohesion and consistency to all the elements in Trinity that affect volunteers. It helps to define the role of volunteers within the organisation, and how they can expect to be treated.

Volunteers contribute to the success of Trinity's activities in a number of ways, by supporting:

- Core activities taking place at the Trinity office
- Work involved with one or many individual projects
- Helping to develop new ideas and projects

Whatever their level of support or involvement, volunteers are expected to be aware of their rights and understand the corresponding responsibilities.

Trinity is committed to working with individuals to identify their goals and ambitions for volunteering, in order to ensure that they can develop and share their skills and knowledge, maximise the benefit of their time here and ultimately have a fun and enjoyable volunteer experience.

Trinity volunteers have the rights to be supported and protected by all TCA policies and procedures including:

- Recruitment – volunteer agreements, inductions, training within our resources, clear roles and job descriptions
- HR – line management, supervision or 1:2:1s and if long term volunteering, annual reviews
- Meetings – attend staff meetings and observe the board meetings
- Equal opportunities – to be treated equally and without discrimination
- Confidentiality – data protection of personal records
- Health & safety - protection against any risks and cover by Trinity's insurance
- Flexible working allowing to participate in activities that will fit in with other commitments
- Grievance and complaints – to raise one or withdraw from volunteering at any time

Trinity volunteers are expected to commit to the following:

- Submit references and disclosure forms for CRB checks, if necessary to their role
- Attend training sessions arranged on their behalf
- Be a reliable and committed volunteer
- Attend the supervision sessions and annual reviews if applicable
- Understand and act in accordance with our policies
- Be aware of and inform Trinity of their availability in terms of prior commitments
- Share their skills and experience in support of other volunteers.

Expenses

Trinity is committed to making volunteering accessible to all, regardless of income.

We reimburse reasonable expenses via the submission of an Expense Claim Form, which should be submitted to our Finance Officer ideally every fortnight and no more than a weekly basis.

Volunteers are responsible for keeping an accurate record of all expenses and providing appropriate evidence of expenditure.

Volunteers are reimbursed their travel expenses in full to and from work at 40p per mile to a maximum of £5 per day.

In the interests of improving accessibility to volunteering, Trinity will consider claims for higher travel expenses on a case by case basis.

Volunteers may also claim lunch expenses by providing receipts of up to a total of £5 per full day worked (at least 4.5 hours). Tea and coffee are provided free.

Other reasonable out of pocket expenses may also be claimed (with receipt) but must be agreed with their Line Manager in advance.