

JUSTICE FASHION

Volunteer Policy

S Benning-Prince/May 2021

Purpose of this policy

The Volunteer Policy identifies and sets out the principles by which Justice in Fashion works with volunteers, the benefits it gains from its volunteers and benefits that volunteers expect to gain. This policy sets out the minimum standards for recruitment, induction and appointment of volunteers to ensure that both volunteer and Justice in Fashion's expectations are met. It provides for fair and equal treatment of its volunteers and a framework for implementation at national, country and regional level.

The policy is for staff that work with, and provide support to, volunteers within Justice in Fashion and for volunteers themselves who provide this role as a part of their Justice in Fashion activities. It is useful for organisations and individuals with whom Justice in Fashion has partnership relationships. The policy will be provided to all Justice in Fashion volunteers.

Who are Justice in Fashion's volunteers?

A Justice in Fashion volunteer is someone who freely chooses to give their time to undertake tasks and activities to help Justice in Fashion achieve its aims, without payment or the expectation of payment. The arrangement is voluntary on both sides. Either party can bring this to an end.

Broadly, Justice in Fashion recognises 3 main types of volunteer:

1. Programme - those involved in Justice in Fashion managed programme delivery and related face-to-face work with young people.
2. Office - those involved in office-based work supporting the front-line work of Justice in Fashion.
3. Fundraising - those who give their time to deliver a specific activity to an agreed fundraising target or level of expectation. Any individual fundraising outside of these parameters is an "in aid of" supporter with no obligations to Justice in Fashion and are outside of volunteering.

Equality and Diversity

Justice in Fashion is committed to building a diverse organisation that is responsive to the needs of young people and our stakeholders. Justice in Fashion is also committed to equal opportunities at all stages of recruitment and selection. Short-listing, interviewing and selection of volunteers should always be carried out without regard to protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.



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We are so thankful to all of our volunteers for all of the time and energy that they commit to Justice in Fashion. Our work is possible because of all that they invest and the skills that they bring. We also hope that they gain many new experiences through their volunteering and enjoy being able to work with and support young people.

Safeguarding

The Child Protection and Safeguarding Policy gives clear procedures on responding to concerns regarding the safeguarding and protection of children and young people. Combined with the associated procedures, and guidance, the policy provides a structure for staff and volunteers that may come across concerns of this nature within the context of their work.

Recruitment and appointment of new volunteers

Justice in Fashion requires a CV from all prospective volunteers. Additionally, all volunteers will be formally interviewed to provide relevant information and explore their aspirations and the experience they can bring to Justice in Fashion. It is important for all involved to appreciate that the interview is not a competitive process, and the sole selection criteria is suitability for the role. Written references will be required and taken up to help confirm suitability for volunteering and for specific roles. A DBS check is required for volunteers undertaking 'regulated activity'.

Training

Volunteers will have a set of skills, knowledge and attitudes gained from their education, work, previous volunteering, and life experiences. However, to ensure that volunteers are appropriately equipped for their role each volunteer must undergo the appropriate induction and training process prior to appointment.

Appointment

Only when the selection process, background checks and training have been completed fully, and it is agreed that the person is suitable for the role, can a volunteer be appointed.

Management and support of volunteers

Each volunteer will be provided with relevant management and support. This will include regular, appropriate and mutually agreed contact. As a minimum, volunteers will be offered an annual review, which offers the opportunity to discuss their role, share feedback and identify individual development and support needs.

Justice in Fashion has a procedure to help resolve any type of problems that arise, and will be carried out by an appropriate person to ensure fair and equitable treatment of volunteers. If you are unable to speak to the Chief Operations Officer about the issue then please contact Mel Manning about the issue.



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Health and Safety

Justice in Fashion will ensure that all volunteers are provided with the appropriate information, supervision and training required to enable them to complete voluntary work safely.

Volunteers must take reasonable care of themselves and others while volunteering for Justice in Fashion and follow any health and safety advice and instruction given for their role. Volunteers should co-operate with Justice in Fashion on health and safety matters, and immediately report accidents/incidents (including near misses – accidents/incidents that may have lead to injury). Volunteers should not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

Justice in Fashion has a duty of care to volunteers to ensure they are supported in their role, as well as our young people. If a volunteer finds themselves in a situation which is a threat to personal safety, their first point of contact should be the Chief Operations Officer or staff member in charge at the time.

Expenses

Justice in Fashion endeavours to reimburse volunteers reasonable out-of-pocket expenses, however the decision to reimburse expenses is made at the Chief Operations Officer's discretion, based on their assessment of the requirements of Justice in Fashion, the available budget and the volunteer's own needs.

Insurance

Justice in Fashion provides Employers Liability, Public Liability and Professional Indemnity cover for all volunteers whilst working on Justice in Fashion activities. Justice in Fashion does not provide motor insurance cover.

Confidentiality, copyright and data protection issues

All volunteers are required to comply with Justice in Fashion's Confidentiality Policy with regard to their dealings with young people, and to keep confidential any Justice in Fashion information they become aware of through their volunteering that is not in the public domain. Office volunteers will be asked to sign an agreement to this affect as the role will require access to Justice in Fashion's records and email.

Justice in Fashion, in complying with The General Data Protection Regulation 2018, will treat in confidence the information it holds about volunteers. The information will be held while there is a legitimate business purpose for doing so. Volunteers have the right to request to see all the information held about them by Justice in Fashion

Volunteer information, such as application forms, references and any reports regarding conduct concerns, will be stored in a safe and secure location.



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Leaving Justice in Fashion

Volunteers are free to cease volunteering with Justice in Fashion at any time, although, wherever possible, an agreed period leading up to this point would be helpful in order to give Justice in Fashion time to make any alternative arrangements required. It is possible that there may also be times when Justice in Fashion will ask a volunteer to cease volunteering for various reasons. Wherever possible we will offer the volunteer the opportunity to feedback before leaving their role, and ensure they are appropriately thanked for their support.

Volunteer Feedback

We provide a range of opportunities for volunteers to offer feedback on our processes, support and work.



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