



CARI Volunteer Policy

November 2022

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RECRUITMENT AND SELECTION OF VOLUNTEERS, CARI'S PROCEDURES AND POLICIES

Putting in place good procedures in recruitment and training practice is a central element in ensuring the safety and welfare of all adults and young people involved in CARI. We provide appropriate support and supervision to allow volunteers to realise their full potential in their role with CARI. We appreciate and value the significant contributions that volunteers make to the aims and objectives of CARI. We are committed to compliance with all relevant legislative obligations relating to the environment in which our volunteers carry out their role. This policy details the precautions that CARI takes to ensure that all volunteers are properly interviewed and their suitability assessed, before they begin working for CARI.

Eligibility

prospective volunteers must demonstrate a commitment to the aims of CARI and their availability as volunteers must align with the needs of CARI. We provide a volunteer recruitment process, which is free from any discrimination.

For some volunteer roles, specific selection criteria may apply to determine the suitability of a volunteer candidate to a particular role. In addition, selection criteria may become relevant where there are more applicants for a particular volunteer role than positions available. Selection criteria are based on the relevant skills, qualifications and experience of volunteer candidates.

Application Form

All those seeking to carry out volunteer work for CARI must provide a full CV, a covering letter and details of at least two referees that CARI can contact.

Volunteers appointment

Only Management and the Board of Directors have the authority to appoint volunteers based on recommendations from the interview panel.

Interviews

All appointed volunteers are interviewed by an interview panel which includes a member of Management and told there is an expectation to disclose any convictions or if they have been given the benefit of the Probation Act.

References

References checks and any verification of educational qualifications, which involves contact with third parties will only take place once CARI forms a clear view that it would like to recruit a candidate volunteer. CARI will always request the permission of the candidate volunteer in advance of checking references or qualifications. Reference checks for every candidate volunteer are carried out in

the same way. It is the policy of CARI to seek 2 references, preferably from separate sources.

Investigations and Checks

The Head of Therapy Support is responsible for vetting of all volunteers. The volunteer role does not commence without Garda vetting.

Confidentiality and Data Protection

CARI respects the right to privacy and confidentiality of our volunteers and prospective volunteers. CARI may from time to time in the course of administering its business, and exercising its legal rights and performing its legal obligations in connection with the recruitment of volunteers, need to process both personal data and special categories of personal data (including, for example, information relating to health). CARI will process such data in accordance with the applicable data protection legislation including the General Data Protection Regulation and implementing legislation. Further details in relation to what personal data is collected in relation to volunteers or prospective volunteers, and the purposes for which such data may be used are set out in CARI's data protection policy, (which may be amended or updated from time to time)..

All CARI volunteers are required to sign a confidentiality agreement (Appendix D). All CARI staff must keep confidential all information regarding all CARI's clients. They must respect the client's right to privacy and anonymity inside and outside of the CARI Centres.

Training and Development

Before a volunteer commences their role, they will be invited to an induction. As part of their induction, the volunteer will be provided with a Volunteer Role Description. The Volunteer Role Description specifies the responsibilities and tasks involved in the volunteer's role, CARI's expectation as to the manner in which these responsibilities and tasks will be carried out and any other relevant information applicable to the role. The volunteer will have an opportunity to voice any queries they may have about their role. In addition, the volunteer will be provided with information about:

- The vision, mission and organisational structure of CARI;
- How their role fits within the broader purpose of CARI;
- The supports available to volunteers in CARI including key contacts, information about the volunteer's supervisor/line manager and communication channels within CARI;
- The type of commitment expected of volunteers;
- The space, equipment and facilities necessary for the volunteer to carry out their role;
- Health and safety, including any applicable risk assessments in respect of the volunteer's role;
- CARI's Volunteer Code of Conduct;

- CARI's Child Protection Policy
- CARI's Policy Document
- CARI's Data Protection Policy
- Details of CARI's grievance and disciplinary procedures;

An appropriate level of training is offered to all volunteers to enable them to fulfil their role as effectively as possible.

Trial Period

A trial period may be set in respect of volunteer roles to ensure both the volunteer and CARI are satisfied with the volunteering arrangement. The duration of the trial period is dependent on the nature and hours of the volunteer role.

Support and Supervision

Volunteers have access to support and supervision during their trial period and throughout their volunteering period. Difficulties that arise will be dealt with in a fair, open and efficient way and in line with CARI's grievance and disciplinary procedures. All volunteers are allocated a designated supervisor/point of contact who they should contact if they have any questions about their role or if any difficulties arise in the course of carrying out their role.

Expenses

Volunteers may be reimbursed for expenses incurred, in line with CARI's policies and procedures and by prior arrangement only.

Employment and Agreements

All CARI Volunteers will be given a Volunteer Role Description and must sign a copy of the following forms:

- CARI Conditions of Volunteer Form (Appendix A)
- CARI Volunteer Agreement Form (Appendix B)
- CARI Volunteer Code of Conduct (Appendix C)
- CARI Confidentiality Statement (Appendix D)
- CARI Photo Release Form (Appendix E)

Review of Policy

The board of directors will review this policy at 3 year intervals or as appropriate. The Compliance Manager is responsible for ensuring that this policy is implemented effectively. All other staff, directors and volunteers are expected to facilitate this process.

Appendix A



CARI CONDITIONS OF VOLUNTEER FORM

Position: _____

Name: _____

Address: _____

Phone No.: _____

Date of Birth: _____

Gender: _____

I have read and understood the following documents:

Child Protection Policy,

CARI Policy Document,

CARI Data Protection Policy,

Role Description,

I agree that, if I volunteer for CARI beyond the trial period, I will be bound by the conditions therein.

Signed: _____

Date: _____

Appendix B



CARI VOLUNTEER AGREEMENT

This Volunteer Agreement demonstrates how we value our volunteers. We want to assure you that we appreciate your contribution to our organisation. We are dedicated to ensuring that you have a quality volunteer experience which is both productive and rewarding.

We agree that volunteering services of: _____

Beginning on: _____

The volunteer agrees to volunteer for _____ hours on the following day/days

Mon Tues Wed Thur Fri Sat Sun

The Volunteer role is; _____ And the volunteer will be supervised by:

The CARI Foundation commits to the following:

- To provide adequate information and training so you may meet the expectations as described in your volunteer job description.
- To allow for a six week trial period.
- To explain what is required of you and to support and provide encouragement to help you achieve the desired results.
- To assign you with a named supervisor who will provide you with regular support and supervision meetings.
- To treat you with respect and courtesy at all times:
- To be receptive to any comments and feedback from all our volunteers.
- To value and recognise our volunteers as a significant resource in achieving goals.

The Volunteer commits to the following:

- To fulfil my role as outlined in the volunteer role description.
- To perform my volunteer role to the best of my ability.
- To follow the organisation's policies and procedures.
- To meet time and task commitments and to provide sufficient notice when not available.
- To act in a way that is in line with the aims and objectives of the CARI Foundation.

Agreed to by:

Organisation's Signature _____ Date _____

Volunteer Signature _____

This volunteer agreement is binding in honour only, and is not intended to be a legally binding contract between the volunteer and the organisation. Neither party intends any employment relationship to be created now or at any time in the future. This agreement may be cancelled at any time at the discretion of either party.

Appendix C



CARI VOLUNTEER CODE OF CONDUCT

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from volunteers of CARI. All volunteers should ensure that they have read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their written **volunteer role description** to a satisfactory standard;
- Performing their volunteer role to the best of their ability in a safe, efficient and competent way;
- Following the charity's policies and procedures as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer's role with CARI with CARI's National Head of Therapy.
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that is in line with the purpose and values of the charity and that enhances the work of the charity;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers;
- Reporting any health and safety concerns;
- Directing any questions regarding CARI's policies, procedures, support or supervision to the volunteer's supervisor;

- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with CARI's grievance procedures;
- Declaring any interests that may conflict with their role or the work of the charity (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from CARI's Compliance Manager;
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with CARI returning any such documents, material in their possession;
- Seeking authorisation before communicating externally on behalf of CARI;
- Maintaining an appropriate standard of dress and personal hygiene;
- Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the Head of Therapy Support. For the avoidance of doubt, volunteers are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to CARI.

Volunteers are expected NOT to:

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role;
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community);

- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering;
- Provide a false or misleading statement, declaration, document, record or claim in respect of CARI, its volunteers, employees or charity trustees;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.
- Improperly disclose, during or after their involvement with [charity name] ends, confidential information gained in the course of their role with [charity name].

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of CARI's other policies and procedures this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that CARI may terminate a volunteer's position without cause.

Volunteers acknowledge that no employment relationship is created in the context of their role with CARI.

The board of charity trustees will review the Code of Conduct for Volunteers at 3 year intervals or as appropriate. The Compliance Manager is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.

Signed

Name

Date

Appendix D



CARI CONFIDENTIALITY STATEMENT

All CARI Staff, Volunteers and Board Members must keep confidential all information regarding all CARI's clients. They must respect the client's right to privacy and anonymity inside and outside of the CARI Centres.

I, _____ the undersigned.
PLEASE PRINT

Of, _____

Have read and understand the confidentiality statement of CARI. I agree to be bound by the principles of this statement and I understand that any breach of confidentiality may be grounds for dismissal from my work with CARI.

Signed: _____

Date: _____

Witness: _____

Date: _____

Appendix E



I hereby give CARI [Children at Risk Ireland] consent to record, videotape and photograph my image and/or voice to be used in the following ways (check all that apply):

- On their website and all social media platforms, including but not limited to Facebook, Instagram, Twitter.
- In both printed advertisements including but not limited to local/national newspapers/ posters displayed in public spaces/ leaflets.
- Printed annual report
- Other _____

I further understand that no special compensation will be provided to me for use of my image and that I will be informed in advance of the specific use of my image.

Volunteer Name (Please Print)

Volunteer Signature

Date