**VOLUNTEERING POLICY FOR MEMBERS**

**ALL REACHE MEMBERS NOT IN PAID EMPLOYMENT ARE EXPECTED TO DO VOLUNTEERING FOR A MINIMUM OF 3 HOURS PER WEEK (CAN BE AVERAGED) OUTSIDE OF REACHE SESSIONS UNTIL PASSING PLAB1 EXAM**

**Volunteering gives you the opportunity to gain experience, develop your skills, improve your career prospects, build confidence and meet new people.** **It is undertaken freely and you are not paid for the work you do. There are plenty of volunteering opportunities and the following websites could be useful**

**https://do-it.org/**

[**https://www.gov.uk/government/get-involved/take-part/volunteer**](https://www.gov.uk/government/get-involved/take-part/volunteer)

[**https://www.salfordcvs.co.uk/volunteer-opportunities**](https://www.salfordcvs.co.uk/volunteer-opportunities)

**Make an appointment with one of the REACHE North West tutors if you cannot find a voluntary placement or feel that your circumstances prevent you doing volunteering, as your membership will be subject to review if you cannot comply with volunteering or an agreed alternative.**

***Voluntary placement form should be signed by the volunteer supervisor on each occasion you volunteer and sent to the REACHE office***

***EACH MONTH.***

**Submitted forms will be checked by REACHE Northwest administrative staff.**

**Working hours can be considered as volunteering.**

**Time spent in English speaking play groups in case of young mothers can be considered as volunteering. This needs prior approval from tutors.**

**Members without appropriate volunteering hours will be asked to meet the tutors.**

**Non-compliance with this policy will trigger REACHE Northwest Performance Improvement process.**

**General suggestions**

* Volunteers should actively perform their duties to the best of their abilities and remain loyal to the values, goals and procedures of the voluntary organisation.
* Volunteers should act in a polite and courteous manner when dealing with anyone they meet while volunteering.
* Volunteers may need to complete the training which is required for the role.
* Volunteers should conform to the work-wear requirements of their role.
* Undertake the voluntary role at agreed times.
* Inform the named contact in advance if unable to attend.
* Give as much notice as possible if unable to continue the voluntary role complying with the rules of the organisation.
* Raise any issues of concern relating to the voluntary role, or what might be observed in practice with the supervisor and REACHE North West.
* Inform the supervisor and REACHE North West of any relevant changes in your health status.
* Inform the supervisor and REACHE North West of all breaks and holidays in advance.
* Must be outside of REACHE North West hours.
* Travel expenses will usually be paid by the organisation you are volunteering for; if not contact REACHE Northwest office.