



Registered Charity No. 1109902

MASKS Volunteering Policy

This policy was reviewed in

March 2025

This policy is to be reviewed by

March 2026



Introduction

This policy sets out the principles for voluntary involvement within MASKS. It is relevant to all within the charity and is endorsed by the Trustees of MASKS. It will be reviewed annually to ensure that it remains appropriate to the charity and its volunteers needs.

Commitment

MASKS acknowledges the contribution made by its volunteers and is committed to involving volunteers in appropriate positions and in ways that are encouraging and supportive. The charity also recognises its responsibility to arrange volunteering efficiently so that the volunteer's time is best used to the mutual advantage of all concerned.

Definition

A volunteer is a person who, unpaid and of their own free will, contributes their time, energy and skills to benefit MASKS.

Volunteer Co-ordination

All volunteers should report to the nominated person from within the committee, who will offer guidance and support to the volunteer so they may carry out task effectively. Volunteers may be given an individual name of a committee member to report to.

The nominated committee member will be allocated to specific projects to be advised as new project is in planning stage.

Volunteers will have a clear and concise task description, will be properly briefed about the activities to be undertaken and be given all necessary information and equipment to enable them to complete the activities.

It is the volunteer's responsibility to ensure they understand the task they have been given and to raise any concerns or training needs before undertaking any activity

Rights and Responsibilities

The charity recognises the rights of volunteers to:

- Know what is expected of them
- Have adequate support and training



- Receive appreciation
- Volunteer in a safe environment
- Be insured
- Be free from discrimination

MASKS expect volunteers to:

- Be reliable
- Be honest
- Respect confidentiality
- Carry out tasks in a way that reflects the aims and values of the charity
- Carry out tasks within agreed guidelines
- Respect the work of the charity and not bring it into disrepute
- Comply with the schools and charity's policies.

This policy will be reviewed annually by the Trustees

Date of Next Review

To be reviewed March 2026