



## **South Leicestershire Dementia Community**

### **Volunteer Policy**

**Charity Registration Number: 1213124**

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#### **1. Introduction**

South Leicestershire Dementia Community (SLDC) recognises the invaluable contribution that volunteers make to our work supporting people living with dementia, their families, and carers. This policy sets out our commitment to volunteers and provides guidance to ensure that volunteering with SLDC is a positive, safe, and rewarding experience.

This policy should be read in conjunction with our **Equality, Diversity & Inclusion (EDI) Policy** and **Safeguarding Policy**.

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#### **2. Our Commitment to Volunteers**

We are committed to:

- Treating volunteers with respect, fairness, and dignity.
  - Ensuring volunteering is inclusive and accessible to all, in line with our EDI Policy.
  - Providing a safe and supportive environment.
  - Offering appropriate training and support.
  - Valuing and recognising the contribution of volunteers.
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#### **3. Volunteer Roles**

Volunteers may be involved in a wide range of activities, including but not limited to:

- Supporting social and activity groups.
- Providing companionship and peer support.
- Assisting with fundraising and awareness events.
- Helping with administration and communications.

All volunteer roles will have clear role descriptions, tailored to the needs of both the charity and the volunteer.

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#### 4. Recruitment and Selection

- SLDC welcomes volunteers from all backgrounds, in line with our EDI Policy.
  - Recruitment will be fair, transparent, and based on role requirements.
  - Some roles may require references and/or Disclosure and Barring Service (DBS) checks in line with our Safeguarding Policy.
  - Volunteering is by mutual agreement – neither SLDC nor the volunteer enters into an employment contract.
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#### 5. Induction, Training and Support

- Volunteers will receive an induction covering SLDC's mission, values, policies, and procedures.
  - Role-specific training and ongoing development opportunities will be provided where appropriate.
  - Each volunteer will have a named contact (usually a staff member or volunteer coordinator) for support and supervision.
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#### 6. Equality, Diversity & Inclusion

SLDC is committed to creating an inclusive volunteering environment. We will:

- Promote equality of opportunity and diversity in all volunteering activities.
- Challenge discrimination and ensure volunteers are treated fairly and respectfully.
- Make reasonable adjustments to support volunteers with specific needs.

(See **EDI Policy** for full details.)

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#### 7. Safeguarding

The safety and wellbeing of people living with dementia, their families, carers, and volunteers is paramount. Volunteers must:

- Follow SLDC's **Safeguarding Policy** at all times.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).
- Undertake safeguarding training where required.



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## **8. Health and Safety**

- Volunteers are expected to follow SLDC's health and safety procedures.
- Risk assessments will be undertaken for relevant activities.
- SLDC will provide appropriate guidance and equipment to ensure volunteer safety.

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## **9. Expenses**

- Volunteers will be reimbursed for reasonable out-of-pocket expenses (e.g., travel, refreshments) in line with SLDC's Expenses Policy.
- Receipts may be required.

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## **10. Communication and Feedback**

- Volunteers will be kept informed about SLDC's activities, updates, and opportunities.
- Volunteers are encouraged to provide feedback, raise concerns, or suggest improvements.
- Concerns will be dealt with promptly, fairly, and confidentially.

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## **11. Recognition**

SLDC values and celebrates the contribution of volunteers through:

- Informal thanks and appreciation.
- Inclusion in events and updates.
- Formal recognition where appropriate.

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## **12. Ending a Volunteering Arrangement**

- Volunteers may end their involvement at any time, although notice is appreciated.
- SLDC reserves the right to end a volunteering arrangement where necessary, e.g., due to safeguarding concerns, breach of policy, or organisational changes.
- Where possible, this will be discussed openly and supportively.



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### **13. Review of Policy**

This policy will be reviewed every two years or sooner if required, to ensure it remains effective and up to date.

**Approved by:** Trustees of South Leicestershire Dementia Community

**Date:**

**Next Review Date:**