



Volunteer/Student Policy

Offaly Traveller Movement

Approval date: April 2021

Revision date: April 2024*

1.Responsibility for approval of policy	<i>Board of Management</i>
2.Responsibility for implementation	<i>Managing Director</i>
3.Responsibility for ensuring review	<i>Managing Director</i>
4.Applicable to	<i>Board of Management, Employees & Volunteers/Students</i>



Purpose

The purpose of this policy is to provide all Offaly Traveller Movement staff, volunteers and students completing placements with clear guidelines on involving volunteers and students; to outline expectations; and to explain management / supervision systems and operating standards. This policy does not constitute a binding contract and is subject to change. Volunteers and students are expected to comply with all Offaly Traveller Movement policies and procedures.

Eligibility

Offaly Traveller Movement will consider involving anyone who wishes to volunteer or complete a student placement with the organisation. Individuals must, however, be able to demonstrate a commitment to the aims of the organisation and their availability must align with the needs of the organisation. No person who has a conflict of interest with any aspect of the organisation will be accepted as a volunteer.

Recruitment

Offaly Traveller Movement provides a volunteer recruitment process, which is free from any unlawful discrimination. All volunteers are informally interviewed and asked to provide 1-2 references if applicable. Volunteers are selected based on the requirements of the role, experience, skills, availability and interest. The volunteer's trial or probation period is dependent on the nature and hours of the volunteer role, and is communicated via the volunteer agreement to ensure no problems or issues arise.

Students requesting a placement are asked to submit a CV and cover letter for consideration. Volunteers and students must sign the Placement Agreement (Appendix 1)

Relationship with paid staff

Volunteers are selected to enhance the capacity of paid staff (including community employment scheme workers), not as a substitute for them. Clear roles are established to differentiate between paid staff and volunteers to foster mutually beneficial and complementary relationships.



Working conditions

Volunteers and students are treated as full members of the Offaly Traveller Movement team. They are treated as equally and fairly as paid staff and are included in the organisation's functions and decision-making processes wherever practicable. Volunteers and students are provided with appropriate work sites and have access to the space, equipment and facilities necessary to carry out their duties effectively and comfortably.

Working times

Working times are negotiated between the Managing Director and/or relevant line-manager and the volunteer to ensure they are as flexible as the tasks allow. Voluntary time commitment is never expected to match that of full-time paid staff, but unscheduled absences can create organisational problems. When expecting to be absent, volunteers and students should inform their line manager as soon as possible.

Volunteer Roles

Offaly Traveller Movement may engage volunteers across all departments with day-to-day administration, specific project plans, event planning and coordination, communications and social media and training. The Board of directors are also volunteers.

Role Descriptions

To ensure that programmes and services are provided efficiently and effectively, Offaly Traveller Movement will define the role and responsibilities for each volunteer prior to commencing their position with the organisation. The role description will list the general tasks, duties and responsibilities for the voluntary position. It will also include any skills, experience or qualities required for the role.

Students on placement are provided with work plans aligned to the strategic goals of the organisation.

Management of Volunteers/Students

Offaly Traveller Movement is committed to managing volunteers and students in a manner that meets the needs of both the organisation and the volunteer/student.



A designated line manager/senior staff member is responsible for the management of their assigned volunteer/student, including developing a workplan, answering questions regarding policies, delivering induction, arranging training, providing support and supervision and dealing with any complaints or grievances involving volunteers.

Volunteers/students are managed by a staff member/line manager who has the skills and experience in a particular role, and has responsibility for implementing the strategic goals of a particular area.

Support and Supervision

It is the role of the designated line manager/ staff member to provide advice and guidance relating to the work, provide support and supervision and encourage training opportunities where possible. All volunteers and students are supervised in their work. Volunteers and students will receive regular supervision, support and feedback with their line manager. These meetings are designed to review the volunteer's/students' performance and to discuss concerns or suggestions the volunteer/student might have.

Garda Vetting

Offaly Traveller Movement will carry out Garda Vetting Clearance on all new employees, volunteers and students on placement who will have access to, or contact with children or vulnerable and/or at risk persons. New employees/volunteers/students will not take up duty until the Garda Vetting Clearance process has been completed and OTM is satisfied that such an appointment does not pose a risk to clients, service users and employees.

Individuals who are not directly employed by the organisation, and who will have access to children and/or vulnerable and/or at risk adults in the course of their duties may also be required to undergo the vetting/clearance process.

Training & Development

Offaly Traveller Movement is committed to ensuring that volunteers/students receive appropriate induction. This will be coordinated by their line manager. OTM is also committed to providing support and development opportunities to volunteers and students.



The designated line manager will be the main point of support. Volunteers and students will be given the opportunity to identify training and development opportunities and will be encouraged to attend conferences and meetings that are appropriate and relevant to the role.

Appropriate Behaviour

Offaly Traveller Movement is committed to managing volunteers and students in a manner that meets the needs of both the individual and the organisation. Please refer to OTM's Harassment and Bullying Policy.

Confidentiality

Offaly Traveller Movement respects volunteers' and students' right to privacy and confidentiality. In turn, volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while volunteering with the organisation.

Professional Boundaries

Volunteers and students with Offaly Traveller Movement are expected to conduct themselves in a professional manner at all times.

Volunteer Allowance

There is no payment for volunteers and students with Offaly Traveller Movement. However, OTM may provide an allowance to meet the cost of travel related to the role and light lunch. Payment of this allowance is discretionary and dependent on the nature and duration of the volunteer role and financial resources.

Voluntary work and social welfare payments

If you are a recipient of a social welfare payment you may be allowed to volunteer and keep some or all of your payment. Your local social welfare office will advise on this. It is the responsibility of the volunteer to advise social welfare before taking up a volunteering role.



Health & Safety

Offaly Traveller Movement is committed to providing safe working conditions and environment. The organisation will make every effort to ensure so far as is reasonably practicable the safety, health and welfare of all employees, volunteers and students. Volunteers and students must ensure they work in accordance with OTM's health and safety policy and procedures and comply with instruction of the OTM designated health and safety officer.

Grievance Procedure

Offaly Traveller Movement believes that effective communication, openness, active listening and cooperation lead to the efficient and effective resolution of grievances. OTM's grievance policy is the mechanism used to ensure grievances are resolved in a fair and timely manner. A grievance by a volunteer/student will be taken seriously and will be resolved as soon as possible (see OTM grievance policy).

OTM Policies & Procedures

Volunteers and students must comply with all of the Offaly Traveller Movement policies and procedures.

Exit Interviews

Offaly Traveller Movement Volunteers and students may be invited to participate in an exit interview at the end of their placement. Participation in exit interviews is voluntary.



Offaly Traveller Movement

Code of Conduct for Volunteers and Students

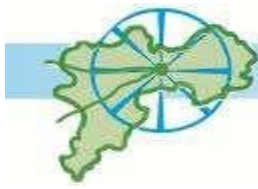
The purpose of the Code of Conduct is to set out standards of behaviour expected from volunteers and students of Offaly Traveller Movement. All volunteers and students should ensure that they have read and comply with this Code of Conduct.

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

- Fulfilling their role to a satisfactory standard;
- Performing their role to the best of their ability in a safe, efficient and competent way;
- Following OTM'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/student in the course of their role with Offaly Traveller Movement with their Line Manager and or Managing Director
- Meeting time and task commitments and providing sufficient notice when they will not be available;
- Acting in a way that is in line with the purpose and values of Offaly Traveller Movement and that enhances the work of the organisation;
- 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;
- Reporting any health and safety concerns;
- Directing any questions regarding Offaly Traveller Movement's policies, procedures, support or supervision to their Line Manager;



- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Offaly Traveller Movement's grievance procedures;
- Declaring any interests that may conflict with their role or the work of the organisation (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers/students may seek guidance from the Managing Director;
- Keeping confidential matters confidential and act in accordance with OTM's GDPR Policy;
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with Offaly Traveller Movement returning any such documents, material in their possession;
- Seeking authorisation before communicating externally on behalf of Offaly Traveller Movement;
- Maintaining an appropriate standard of dress and personal hygiene;



Appendix 1 Volunteer/Student Placement Agreement

This agreement is between Offaly Traveller Movement and

Offaly Traveller Movement is committed to ensuring that you have a quality volunteer experience, which is both productive and rewarding.

a) OTM accepts the commitment of _____

From the period _____ to _____

b) You agree to volunteer/student placement for _____ hours per week over on the following days:

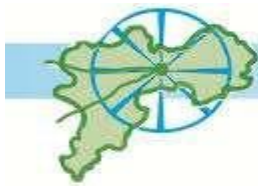
The volunteer/student placement role is:

The volunteer/student will be supervised

by _____

Offaly Traveller Movement agrees to:

- provide adequate information and training so you may meet the expectations as described in your volunteer role/student placement description;
- explain what is required of you and to support and provide encouragement to help you achieve the desired results;
- assign you with a supervisor who will provide you with regular support and supervision meetings and act as a 'go to' person;
- treat you with respect and courtesy at all times;



- be receptive to any comments and feedback from you; and
- value and recognise your role as a volunteer/student.

You agree to:

- fulfil your role as outlined in the volunteer/student placement role description;
- perform your role to the best of your ability;
- comply with all OTM's organisational policies and procedures;
- meet time and task commitments and to provide sufficient notice when not available; and
- act in a manner that is in keeping the values and principles of OTM.

Declaration

This agreement is binding in honour only, and is not intended to be a legally binding contract. This agreement may be cancelled at any time by either party.

Name _____

Signed _____ Date _____

Volunteer/Student

Name _____

Signed _____ Date _____

Line Manager