



## **HMMT VOLUNTEER POLICY**

This volunteer policy sets out the principles and practice by which the Henry Morris Memorial Trust (“HMMT”) engages volunteers. The policy aims to create a common understanding and to clarify roles and responsibilities. HMMT hopes that volunteers will find the volunteer experience with HMMT enjoyable and rewarding.

### **Rights and Responsibilities**

HMMT recognises the rights of volunteers to:

1. know what is (and what is not) expected of them
2. have adequate support in their volunteering
3. receive appreciation
4. volunteer in a safe environment
5. be insured
6. know their rights and responsibilities if something goes wrong
7. receive relevant out-of-pocket expenses
8. receive appropriate training
9. be free from discrimination
10. be offered the opportunity for personal development

HMMT expects volunteers to:

1. be reliable
2. be honest
3. respect confidentiality
4. make the most of training and support opportunities
5. carry out tasks in a way that reflects the aims and values of the organisation
6. carry out tasks within agreed guidelines
7. respect the work of the organisation and not bring it into disrepute
8. comply with the organisation's policies

This policy will be shared with all volunteers upon their recruitment.

## **Recruitment**

HMMT is committed to equal opportunities and making voluntary work accessible to all. HMMT will aim to recruit volunteers through both word of mouth and advertising on HMMT's website.

## **Role description and training**

HMMT will make clear, verbally or in writing, the role of the volunteer. Volunteers will be offered training and supervision if appropriate to the specific tasks to be undertaken. Volunteers will be given a named person to whom they can take their volunteering concerns and seek guidance and support.

## **Status of Volunteers**

Although volunteers work closely with HMMT, they are not employed by HMMT and do not have employment rights. There is no legally binding contract between HMMT and individual volunteers. There is no requirement that volunteers should work any particular hours and there is no legal obligation for HMMT to provide regular work, payment or other benefits for volunteers undertaking work.

## **Safeguarding**

Volunteers will be given a copy of HMMT's Safeguarding Policy and will be expected to abide by it. The volunteers that work with HMMT will never work alone with children or vulnerable people and will never have access to personal data about children or vulnerable people. HMMT do not therefore apply for criminal record checks for volunteers.

## **Expenses**

Volunteers are unpaid, but HMMT's volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. What can be reclaimed from HMMT and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses.

## **Confidentiality**

HMMT will advise the volunteer on any confidentiality procedures where relevant to the volunteer's role.

## **Dealing with problems**

HMMT aims to treat all volunteers fairly, objectively and consistently. We will attempt to deal with any problems informally and at the earliest opportunity. Where informal resolution is not possible HMMT's Complaints Policy should be adhered to. Volunteers will be made aware of HMMT's Complaints Policy.

## **Health and Safety**

HMMT will take reasonably practicable steps to ensure the volunteers' health, safety and welfare while volunteering.

## **Insurance Policy**

HMMT's insurance policy will cover volunteers while carrying out agreed duties. Volunteers must look after their own possessions whilst volunteering, HMMT will not take responsibility for any volunteer's possessions if lost or damaged.

## **Ending the volunteering role**

HMMT asks that volunteers give us as much notice as possible if they want to stop volunteering so we can look to recruit new volunteers if required.

DATE OF POLICY:

March 2026

REVIEW DATE:

March 2029