



## **POLICY ON THE ROLE OF THE VOLUNTEER**

### **Introduction**

Volunteers play a key role in Clann Mór in helping to ensure that Clann Mór continues to be shaped by a wide range of people. Clann Mór policies are framed to reflect the principles and declarations of the United Nations, which calls for respect, protection of freedom, equality, dignity and autonomy of all human beings. Clann Mór aims to maintain professional standards, without prejudice to age, nationality, ethnicity, gender, sexual orientation, culture or individual ability. This policy has been developed to address the role of volunteer workers within Clann Mór and its projects.

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### **What is a volunteer?**

A volunteer is someone who contributes their time, skills and experience to an organisation or group and gives their time for free.

In return, a volunteer may gain work experience, broaden their own skills, develop new interests and become more involved with the community. Clann Mór offers volunteers training, support and opportunities for self development.

### **Clann Mór policies**

Clann Mór's policy is underpinned by the following principles;

- ❖ Clann Mór values and recognises the contribution that volunteers make to the organisation.
- ❖ Clann Mór seeks to offer high quality volunteering opportunities, as well as opportunities for personal development and training.
- ❖ Clann Mór will ensure volunteers receive sufficient training and support to enable them to undertake their work effectively.
- ❖ Clann Mór values the unique contribution made by volunteers and does not use volunteers instead of paid staff.
- ❖ Clann Mór expects all staff – paid and unpaid – to work within the organisation's policies and procedures at all times.

### **Volunteering**

Volunteering within Clann Mór is intended to be a positive and enjoyable experience!

The Director of Services, Martine Healy, or suitable other person will manage the recruitment process of the volunteer, which will involve a formal interview. The recruitment process will seek to identify the volunteer's skills, suitability, desired outcomes and reasons for wanting to become a member of the group. It will also include Garda Clearance as a necessity upon becoming a volunteer with Clann Mór.

### **Induction and Training**

All volunteers will receive a thorough induction by appropriately trained staff in his/her area of work. Training will be provided as appropriate. Volunteers will be requested to sign a declaration that they have read, understood and agreed to abide by the company's policy on procedures and Health and Safety requirements.

## **Support**

All volunteers will receive support from the Director of Services, Local Supervisor and front line staff. Regular supervision sessions will help identify training needs and encourage personal and professional development. Clann Mór provides a residential and respite service to people with mild to moderate intellectual disabilities. This service is based in several locations throughout Navan town, and volunteer roles vary within each location. In addition to the basic principles contained in this volunteering policy, each volunteer is asked to uphold the ethos of Clann Mór which is stated in the Mission Statement of the organisation. In the event of emergencies or unforeseen circumstances volunteers will be provided with contact details of locations and personnel.

## **Role Description**

- ❖ To contribute to the activities of the team for the benefit of the service users.
- ❖ To contribute to the service of the team which they have been assigned to.
- ❖ To communicate with staff and service users about daily activities with regards to various activities.
- ❖ To take part in the volunteer management and supervision / evaluation arrangements explained by supervisors.
- ❖ To keep all receipts for their expenditures required to undergo their voluntary work or any other programme related training. Details of expenditure agreed in advance with staff.
- ❖ To report to supervisors any concerns that they may have in relation to service users or staff.
- ❖ To abide by all policies and procedures.

## **Mission Statement**

"Clann Mór endeavours to empower the people who avail of our services by supporting the principle of person centredness. This allows each person to exercise choice in decision making and to have greater control over their own lives, in accordance with their ability.

Clann Mór supports' peoples' rights as citizens, supports the principal of social inclusion, promotes best practice and aims to ensure that the quality of life is to the highest possible standard."

## **Rights as a volunteer**

A volunteer within Clann Mór chooses to give their time and commitment. They have the right to be treated fairly and equally and with respect by everyone they work with. They and their work will be valued.

## **Volunteers have the following rights within Clann Mór**

- ❖ Be respected and listened to.
- ❖ Be valued for the time, effort and commitment that they offer.
- ❖ Be given clear information about their role as a volunteer.
- ❖ Be given an induction into their project and Clann Mór's policies and procedures.
- ❖ Be offered ongoing support, supervision and training to undertake their work.
- ❖ Learn from and enjoy their volunteering.
- ❖ All out-of-pocket expenses incurred in the course of work recuperated by the volunteer.
- ❖ Volunteer's entitlement to insurance cover provided by the company.
- ❖ Equal opportunity.
- ❖ Access to dismissal/grievances procedures
- ❖ Evaluation / performance review

Clann Mór expects all staff and volunteers to work within the organisations policies and procedures at all times.

## **Confidentiality Statement**

The volunteer may have access to information concerning the medical or personal affairs of service users. Such records and information are strictly confidential, and unless acting on the instruction of an authorised person, on no account must information concerning service users or staff be divulged except in the performance of normal duty. Any breach of confidentiality may lead to the dismissal of the volunteer.

I have read and understood the Role of the Volunteer Policy and agree to abide by its rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_