

Volunteer and Seasonal Staff Policy



Signed Linda Trew Name...Linda Trew...(Chairperson)...
(on behalf of the Management Committee)

Date...21st January 2021

To be reviewed January 2022

VOLUNTEER AND 'SEASONAL' STAFF POLICY

Attention Deficit Disorders Uniting Parents (ADDUP) was set up to bring families together, to guide parents in the right direction to find the practical help they need for their children and to promote both public and professional awareness of ADHD. We value the input that we have from our staff and volunteers in delivering the high standard of service to our users.

For the purposes of this document "Seasonal Staff" are temporary staff employed for the duration of a project. A "Volunteer" is anyone assisting with a project without receiving any payment. The term 'Project Worker' refers collectively to both 'Seasonal Staff' and "Volunteer"

Addup is committed to ensuring that:

- Project Workers can expect the same quality of treatment as permanent staff.
- Project Workers are provided with opportunities to undertake roles of real value.
- Project Workers have a defined place in the structure of the organisation
- Project Workers feel supported and valued in their role
- The individual skills and abilities of each Project Worker is recognised

RECRUITMENT

Addup seeks to recruit Project Workers from a diverse range of backgrounds that reflect the make-up of the local community. All applicants for Project Worker roles will be dealt with in a fair and equitable manner in accordance with Addup's Equal Opportunities Policy. A copy of this policy is available.

Addup will design clear role descriptions for all Project Worker opportunities.

SEASONAL STAFF

All potential new Seasonal Staff, including any existing volunteers, will be required to;

1. Complete a short form. Help can be provided to complete the form if this is needed. Each applicant will be invited for an interview conducted by the Chief Executive
2. Once Seasonal Staff members have completed a project to the standards required, they are included on the 'Seasonal Staff and Volunteers List' which is held by the Chief Executive. Those who appear on the list can volunteer on any future projects, without further interviews being necessary.
3. Existing Seasonal Staff will be re-employed in their previous position to support the children's need for continuity.
4. Any seasonal staff members who are not successful in securing a paid role may still volunteer and will be kept on the "Seasonal Staff and Volunteers List' to be considered for a paid role for future projects.

VOLUNTEERS

1. All potential new Volunteers will be required to complete a short form. Help can be provided to complete the form if this is needed. Each applicant will be invited for an interview conducted by the Project Coordinator
2. Once Volunteers have completed a project to the standards required, they are included on the 'Seasonal Staff and Volunteers List' which is held by the Centre Manager. Those who appear on the list can volunteer on any future projects, without further interviews being necessary. Again this supports the children's need for continuity.

SUPERVISION

- 1 Project Workers will be supervised by the Project Coordinator throughout the course of any project. When conflict arises between supervisor and supervisee which cannot be resolved, the supervisor should raise the matter of concern with the Chief Executive. If the situation remains unresolved this should be referred to a member of the Management Committee.
- 2 The Project Coordinator will be supervised by The Chief Executive. When conflict arises between supervisor and supervisee which cannot be resolved, the supervisor should raise the matter of concern with a member of the Management Committee.

Any breach of this policy will be addressed by the Management Staff and reported to the Chair.