



**Draper Together
Volunteer Policy
Effective: [22nd October 2024]**

About Draper Together

Draper Together is a community-driven organisation committed to improving the quality of life for individuals and families in the Draper Estate community. We support a range of initiatives that bring people together and offer services and events that promote health, safety, and social well-being. Our volunteer program is a vital part of achieving this mission by fostering an inclusive and supportive environment for all community members.

Vision

Our vision is a vibrant, united community where everyone feels empowered, supported, and engaged, contributing to a safer and more connected Draper Estate and community within Southwark.

Purpose

We believe in building relationships through collaboration and grassroots initiatives, fostering a sense of belonging and mutual support among all residents. Through our volunteer efforts, we aim to offer programs and services that meet the needs of the community and provide opportunities for personal growth and skill development.

Values

- Community First: We believe in the strength of our local community and the power of collective action.
- Inclusivity and Respect: We respect the diversity of our volunteers and the community we serve. Everyone is welcome, and all contributions are valued.
- Integrity and Accountability: We operate with honesty, transparency, and responsibility in all our actions.

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1. Equal Opportunities

Draper Together values diversity and is committed to promoting equal opportunities in all areas. This policy applies fairly to all volunteers, ensuring no discrimination based on gender, race, disability, age, religious belief, sexual orientation, or other protected characteristics.

2. Scope

This policy applies to all Draper Together volunteers, including those working in any of our community programs or events.

3. Definition of “Volunteer”

A volunteer is someone who freely gives their time and effort to assist Draper Together without expectation of financial compensation, except for reasonable expense reimbursement. Volunteers are not employees and carry out specific tasks on behalf of the organisation but are under no obligation to offer their services, and Draper Together is not obligated to provide work.

4. Service at the Discretion of Draper Together

Draper Together accepts volunteer services with the understanding that such service is at its sole discretion. Both the organisation and the volunteer can end the arrangement at any time for any reason.

5. Safeguarding

All volunteers must comply with Draper Together's safeguarding policy. Volunteers will be briefed on their safeguarding responsibilities to ensure a safe and supportive environment for everyone.

6. Conflicts of Interest

Volunteers must disclose any personal, financial, or philosophical conflicts of interest that could affect their involvement with Draper Together. Volunteers should not engage in activities that may conflict with the organisation's goals or interests without prior approval.

7. Representation of Draper Together

Volunteers are not authorised to make public statements or represent Draper Together in any official capacity unless expressly authorised to do so. Any engagement with external stakeholders (e.g., media, government bodies) should be coordinated with the appropriate staff member.

8. Confidentiality and Data Protection

Volunteers are expected to maintain the confidentiality of any sensitive or proprietary information obtained during their service. This includes information about the organisation, staff, and community members. Breaches of confidentiality may result in termination of the volunteer arrangement. Draper Together complies with the Data Protection Act 2018, and all volunteers are responsible for safeguarding personal data.

9. Criminal Record Checks

For certain roles, volunteers may be required to undergo criminal record checks. Results of these checks will inform risk assessments, though they are unlikely to prohibit volunteering unless relevant concerns are identified.

10. Lines of Communication

Volunteers will have access to necessary information and updates related to their role. Open communication between volunteers and staff is encouraged to ensure a smooth operation of services and volunteer engagement. Volunteers should consult with their supervisor regarding any challenges or concerns.

11. Ending the Agreement

The agreement between Draper Together and the volunteer may be terminated for reasons such as:

- Misconduct or insubordination
- Substance abuse while volunteering
- Theft or misuse of Draper Together's property
- Abuse or mistreatment of community members or other volunteers
- Breach of policies or failure to perform assigned duties

This list is not exhaustive.

12. Reimbursement of Expenses

Volunteers are eligible to be reimbursed for reasonable out-of-pocket expenses incurred during their volunteering activities. Receipts are required for reimbursement, and prior approval must be sought for any significant expenses.

13. Insurance

Draper Together provides personal liability and accident insurance for volunteers while engaged in approved activities. Volunteers using personal vehicles for volunteer purposes must ensure their insurance covers such activities.

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This policy is designed to ensure a positive and rewarding experience for all Draper Together volunteers while maintaining the highest standards of service to the community.