

V-Aid (Virtual Aid)

Volunteer Policy



**Volunteer Policy approved by Trustees on
18/12/25**

The policy will be subject to an annual review.

Signed: *Christin Lau* (Christin Lau on behalf of Trustees)



Volunteer Policy

Inclusivity Statement

Subject to meeting mandatory requirements, all volunteers are welcome. We particularly encourage participation from diverse backgrounds, including black and ethnic minority communities, veterans, and individuals with a history of incarceration.

In cases where legal or security considerations impose restrictions, we will work closely with potential volunteers to explore suitable roles that align with their skills, interests, and circumstances.

Volunteer Roles and Opportunities

This policy outlines our procedures for helping each volunteer find a role they would most enjoy and which enables them to contribute effectively to our work.

Roles vary from those requiring professional qualifications or in-depth experience to those requiring a willingness to join in and help out. Examples include:

- Project Assistance: Assembling food parcels or emergency kits.
- Logistics: Helping with transportation and distribution.
- Leadership and Mentoring: Supporting fellow volunteers in specialised programs.

Volunteers with a History of Incarceration

We actively engage current and former inmates in volunteering roles to help them build purpose, pride, and skills.

- Current Inmates: Volunteering opportunities are coordinated with prison authorities to align with rehabilitation programs and ensure compliance with security protocols.
- Released Inmates: We welcome former inmates to join our volunteer responder base. While specific roles may require additional vetting (e.g., working with vulnerable groups), we strive to match individuals with roles that promote growth and inclusivity.

Volunteers in these categories may participate in:

- Food production and handling.
- Humanitarian response projects.
- Leadership opportunities, particularly for veteran inmates.

Promotion of Volunteering

We raise awareness of volunteering opportunities through:

- Websites for funders, local community groups, and foundations.
- Social media channels targeting relevant activities and local communities.
- Posters and outreach in towns, villages, churches, mosques, schools, and shops.
- Collaboration with networks, statutory services, and charities.

For groups with additional needs, such as those requiring different languages or accessible formats, we will provide information in ways that meet their requirements.

Recruitment and Vetting

All potential volunteers will be interviewed, and we follow safer recruitment practices:

- Volunteers must commit to safeguarding those in our care.
- Recruitment timelines allow for thorough vetting, including:
 - Enhanced DBS checks for roles involving vulnerable individuals.
 - Qualification, identity, and reference checks where necessary.
- Additional considerations for inmates and released individuals may include liaising with relevant authorities to ensure compliance with legal and security requirements.

Induction and Training

All volunteers undergo an induction that includes:

- Checks and Policies: Familiarisation with safeguarding, health and safety, and other organisational policies.
- Role-Specific Training: For example:
 - Food handling certifications for ongoing food production volunteers.
 - First aid and health & safety training for those in supervisory roles.
- Supervision: Volunteers working with vulnerable adults or children will be closely supervised.
- Ongoing Support: Regular mentoring and refresher training to ensure volunteers feel confident and supported in their roles.

Selection Criteria

Mandatory requirements for all volunteers:

- A commitment to our mission and values.
- A desire to help and be kind to others.
- Availability and flexibility to carry out assigned roles.

Certain roles may require specific skills, training, or licenses (e.g., food safety or first aid certifications). Training will be provided where necessary.

Exceptions

While we welcome all who wish to volunteer, there are circumstances where certain roles may not be possible:

- Legal restrictions (e.g., working with vulnerable groups or handling sensitive information).
- Lack of specific qualifications, licenses, or skills required for the role.

We will always strive to find an alternative way to welcome individuals into our organisation where possible.

Commitment to Rehabilitation and Growth

Our unique approach ensures that volunteers, including current and former inmates, gain more than just skills—they gain purpose, pride, and an opportunity to give back. By providing practical training, leadership opportunities, and the chance to assist those in crisis, we aim to transform lives and reduce recidivism while fostering a culture of empowerment and inclusion.

This policy supports V-Aid's commitment to developing a sustainable volunteer responder base that is diverse, skilled, and compassionate.