Volunteer Policy

Owner: Director | Adopted by CIC: 11 October 2026 | Review: October 2027 | Version: 1.0

CH11MP Creative CIC — Connecting Communities through Creativity
Connecting Communities through Creativity

1. Purpose

Volunteers can strengthen CH11MP's community reach and participant experience. This policy sets out a fair, safe and supportive approach while recognising that volunteering is freely given and is not employment.

2. Recruitment

Volunteer roles will have a clear purpose, activities, boundaries, supervision arrangements and relevant checks. Selection will be fair and proportionate. CH11MP may decline or end a placement where the role is unsuitable or risks cannot be managed.

3. Induction and support

- Introduction to CH11MP's mission, values and programmes.
- Role-specific safeguarding, health and safety, data protection and conduct information.
- Named contact and appropriate supervision.
- Clear route for questions, feedback and concerns.
- Reasonable adjustments where practicable.

4. Conduct and boundaries

Volunteers must treat people respectfully, maintain confidentiality, follow safeguarding requirements, avoid conflicts of interest, use social media responsibly and not represent personal views as CH11MP positions.

5. Expenses

Reasonable, pre-authorised out-of-pocket expenses may be reimbursed against receipts and within agreed limits. Expenses are not wages or a reward for time.

6. Safeguarding and checks

Roles will be assessed to determine whether references or DBS checks are appropriate and legally available. A volunteer must not begin regulated or higher-risk duties until required checks and arrangements are complete.

7. Problems and ending involvement

Concerns should normally be discussed with the volunteer first. CH11MP may change, suspend or end a role immediately where safety, safeguarding, serious misconduct or loss of trust requires it. Volunteers may stop at any time and are encouraged to give reasonable notice.

8. Records

Only necessary volunteer information will be retained and handled under the Data Protection Policy.

References

Equality Act 2010; Safeguarding Vulnerable Groups Act 2006; UK GDPR and Data Protection Act 2018; relevant NCVO good-practice guidance.

Approval

Approved by: Craig King, Director
Signature: _____ Date: _____
Next review due: October 2027