

VOLUNTEERING POLICY FOR SALARIED PERSONNEL



This policy is in respect of paid employees of Anglia Care Trust only.

Anglia Care Trust positively encourages salaried personnel to become volunteers for services provided by the organisation which include volunteer participation.

Salaried personnel who are considering becoming a volunteer for Anglia Care Trust should follow the guidelines set out below:

1. Consult with their line manager before applying, in order to ensure that the role that they are intending to volunteer for does not conflict with their paid employment with Anglia Care Trust.
2. Go through the same application, interview and training process as non-employees. Normally this should be undertaken in their own time. However, if this creates a problem management will try to facilitate this during normal working hours.
3. Volunteering duties should not be carried out during contracted working hours unless specifically agreed otherwise with line management.
4. When acting as a volunteer, avoid discussing issues relating to their paid employment, thus ensuring that the boundaries between that of paid employee and volunteer do not become blurred.
5. When acting as a volunteer, personnel will be supported and line managed by the person responsible for managing the service delivery. They will be expected to adhere to the same terms and conditions of volunteering as non paid employees.

Date of next review – October 2019