

# Genuine Futures CIC – Volunteer Policy

PREVENTION OVER  
PUNISHMENT:  
BUILDING SAFER FUTURES  
TOGETHER

Version: 1.0 Approved by Board: 01 Nov 2025 Next Review: 01 Nov 2026

## 1. Policy Statement

**Genuine Futures CIC** recognises that volunteers make a vital contribution to our mission and values. We are committed to ensuring that volunteering is a positive, safe, and rewarding experience. This policy outlines the framework for recruiting, training, supporting, and valuing volunteers while ensuring compliance with relevant UK legislation and safeguarding standards.

## 2. Scope and Purpose

This policy applies to all volunteers engaged in any **Genuine Futures CIC** activity, project, or event. It sets out the principles of good practice in volunteer management, including recruitment, support, health and safety, and recognition. The purpose is to ensure clarity, consistency, and fairness in how volunteers are treated and supported.

## 3. Legislative Framework

This policy is informed by the following UK legislation and guidance: • Equality Act 2010 • Health and Safety at Work etc. Act 1974 • Data Protection Act 2018 and UK GDPR • Safeguarding Vulnerable Groups Act 2006 • Keeping Children Safe in Education (KCSIE) 2025 • Rehabilitation of Offenders Act (Exceptions) Order 1975 • Disclosure and Barring Service (DBS) Code of Practice

## 4. Recruitment and Selection of Volunteers

Volunteers will be recruited through an open, inclusive, and transparent process. All applicants will be treated fairly, regardless of age, disability, gender, race, religion, sexual orientation, or other protected characteristic. Volunteers whose roles involve regular contact with children, young people, or vulnerable adults must undergo a DBS check appropriate to their role (Enhanced with Barred Lists). Two References will be requested, and all recruitment decisions will be made in line with safeguarding and equality legislation. Personal information gathered during recruitment will be processed in accordance with the Data Protection Act 2018.

## 5. Induction, Training, and Supervision

All volunteers will receive an induction appropriate to their role, which includes information on the organisation's mission, safeguarding, health and safety, equality, and confidentiality. Role-specific training will be provided where necessary to ensure competence and confidence. Volunteers will have access to ongoing supervision and support, with opportunities to discuss progress, feedback, and development needs.

## 6. Volunteer Rights and Responsibilities

Volunteers have the right to: • Be treated with respect and dignity. • Receive appropriate induction, support, and supervision. • Work in a safe environment. • Be recognised and appreciated for their contribution. Volunteers are expected to: • Adhere to the organisation's policies and procedures. • Maintain confidentiality where required. • Report any safeguarding or health and safety concerns immediately. • Represent Genuine Futures CIC positively at all times.

## 7. Health, Safety, and Safeguarding

**Genuine Futures CIC** has a duty of care to ensure the health, safety, and wellbeing of all volunteers. Volunteers are covered by the organisation's health and safety policy and must follow all safety guidance provided. Safeguarding is paramount, and all volunteers have a responsibility to report concerns immediately to the Designated Safeguarding Lead (DSL). All safeguarding matters will be handled in accordance with the organisation's Safeguarding and Child Protection Policy.

## 8. Data Protection and Confidentiality

All personal data about volunteers will be handled in accordance with the UK GDPR and Data Protection Act 2018. Information will only be collected for legitimate organisational purposes, kept securely, and not shared without consent unless required by law. Volunteers may have access to confidential information as part of their role; they are required to maintain strict confidentiality during and after their volunteering period.

## 9. Expenses and Recognition

**Genuine Futures CIC** is committed to ensuring that volunteers are not out of pocket as a result of their involvement. Reasonable out-of-pocket expenses, such as travel or meal costs, may be reimbursed upon submission of valid receipts. Volunteers will also be recognised for their contributions through appreciation events, certificates, and references where appropriate.

## 10. Problem-Solving and Complaints

Volunteers who have concerns or grievances should raise them informally with their supervisor in the first instance. If the issue cannot be resolved, it may be escalated to the Responsible Person or the Board. Where a volunteer's behaviour gives cause for concern, the organisation will seek to resolve matters fairly and informally wherever possible, while maintaining safeguarding and professional standards.

## 11. Monitoring and Review

This policy will be reviewed annually by the Board or sooner if required by changes in legislation or organisational practice. Volunteer feedback will be sought regularly to inform improvements to support, training, and engagement processes. Last reviewed: [Insert Date] Next review due: [Insert Date + 12 months]

## 12. Linked Policies

• Safeguarding & Child Protection Policy • Equality, Diversity & Inclusion Policy • Data Protection & Privacy Policy • Health & Safety Policy • Risk Assessment Policy

## Volunteer Agreement Summary

This summary outlines the mutual understanding between **Genuine Futures CIC** and its volunteers. It is not intended to create a legally binding contract but to ensure clarity of expectations. The Organisation Agrees To: • Provide a safe, inclusive, and supportive environment. • Offer induction, guidance, and ongoing supervision. • Reimburse reasonable expenses incurred during volunteering. • Recognise and value each volunteer's contribution. The Volunteer Agrees To: • Carry out their role to the best of their ability. • Follow organisational policies and procedures. • Respect confidentiality and safeguarding principles. • Notify their supervisor if they are unable to attend or continue volunteering. By volunteering with **Genuine Futures CIC**, individuals acknowledge that they understand and accept the expectations outlined in this policy.