

HARPENDEN MENCAP

The voice of learning disability

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Volunteering with Harpenden Mencap

About us

Harpenden Mencap has been providing support for local people with a learning disability and their families since 1959.

Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at Harpenden Mencap, It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun. By volunteering for Harpenden Mencap you will be making a positive contribution to the local community and Volunteers are vital to our work.

Attracting volunteers and volunteer agreement

We have a range of opportunities for volunteers to get involved in. Could you become a befriender to one or a small group of people? Could you support people with a learning disability to gain new skills in our charity shop. Would you like to be part of a social club setting where people run their own club?

If so you need to fill in a volunteer application form and have a DBS check if required.

Once we receive a copy of your completed form, The Director will get in touch will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

DBS checks

Some volunteer roles will require an DBS check to inform Harpenden Mencap of any criminal convictions that a person wishing to volunteer may have. For example, any volunteer position which involves regulated activity with vulnerable adults will be subject to an enhanced DBS check.

Support

Our Director will offer support to you. They will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that Harpenden Mencap are doing all we can to make your volunteering experience an enjoyable and meaningful one.

Recognition and reward

We could not do the work we do without our volunteers. To acknowledge this we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

We will hold a social event each year to say Thank you for all your time and commitment you have given us. During these events you will get an opportunity to meet other volunteers and Trustees.

We will take opportunities on our website, annual general meetings to praise the achievements of our volunteers.

Insurance, health and safety, accidents and risk assessment

Harpenden Mencap has a valid insurance policy so that volunteers are covered by public liability insurance. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies.

Resolving problems

We hope that you will have a very enjoyable experience volunteering with us. However, if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First, talk to the person who leads the team where you volunteer and he or she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak to the Director

Confidentiality

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.

Equality, Diversity and Inclusion

Harpenden Mencap is committed to embracing diversity and promoting equality and inclusion. When representing Harpenden Mencap as a volunteer we expect you to support our commitment to promoting equality.

Volunteering whilst on benefit

You can still volunteer with us if you are receiving benefits if we follow the legal guidelines.

Signed:

Date:

Policy review:

Implemented- October 2018

Reviewed and updated-
