

TALKING NEWS FEDERATION

Volunteer Policy

The Talking News Federation (TNF) will always encourage and support volunteers. TNF will make the volunteer experience as enjoyable and rewarding as possible.

TNF aim to:

- raise the profile of volunteering and actively promote it
- enable and support more people to become involved
- recognise that voluntary organisations can provide excellent training, support and development
- value the contribution made by volunteers

What volunteers can do for TNF:

- ensure the services provided meet the needs of our members
- improve the quality of life for recipients of recorded material
- become a member of our Executive Committee
- help to raise funds
- campaign on behalf of Talking Newspapers
- help to develop public policy by being involved in consultation processes

Recruitment

All prospective volunteers will be interviewed to find out how they can provide added value to TNF and improve their own development by doing so.

Induction and Training

All volunteers will receive an induction into the way TNF functions, and their own duties. Appropriate training will be given.

Support

All volunteers will have a named person as their main point of contact. Volunteers are encouraged to discuss their needs, expectations or problems with their main contact.

Insurance

All volunteers are covered by the TNF Insurance policy whilst they are on TNF premises or carrying out TNF business. The policy does not provide motor cover which must be covered by volunteers' personal cover. The Association of British Insurers cover this point in their Volunteer Commitment which sets out the attitude of most British motor insurers to Volunteer driving. <https://www.abi.org.uk/globalassets/files/publications/public/motor/2019/abi-guide-to-volunteer-driving---the-motor-insurance-commitment.pdf>

Health & Safety

All volunteers are covered by the TNF Health & Safety Policy, a copy of which will be made available.

Equal Opportunities

TNF operate an Equal Opportunities Policy, a copy of which will be made available. Volunteers are expected to have an understanding of, and commitment to, that policy.

Problem Solving

TNF aims to identify and solve problems as soon as possible without recourse to formal complaints. There is, however a Complaints Policy to refer to when needed.

Confidentiality

TNF are committed to maintaining high standards of confidentiality in all aspects of its work. All information acquired by volunteers in the course of their work shall be confidential and must not at any time be disclosed to any person without our prior authorisation.

Expenses

Reasonable expenses may be claimed by volunteers in line with TNF Allowances Policy.

This policy was agreed by the Committee on 6 February 2021