VOLUNTEER and INTERN POLICY

1. INTRODUCTION and POLICY PRINCIPLES

1.1 At Europia, we are privileged to welcome volunteers and/or interns from diverse sources and backgrounds, enriching our organisation with a wide range of experiences, perspectives, and talents. Each volunteer and/or intern plays a crucial role in furthering the mission of the organisation.

1.2. Europia values and encourages volunteers and/or interns to contribute across the organisation as well as ensuring that each volunteer and/or intern also achieves their own goals and achieves satisfaction from assignment.

1.3. Europia supports and works with many vulnerable people and their needs and safety are paramount. Consequently, safeguarding practices are prioritised and it is important that all volunteers and/or interns are aware that becoming a volunteer and/or intern entails obligations and the completion of pre-volunteering and/or pre-internship checks.

1.4 Europia is committed to ensuring that the work and services that each volunteer and/or intern provides complements the work of Europia's paid members of staff, and that volunteering and/or internship will not be used as a substitute for paid work, where feasible.

1.5 Steps will be taken to ensure that staff at all levels are clear about volunteers' and/or internship's roles and to foster good working relationships between staff and volunteers and/or interns.

1.6 This policy lays out a framework to support everyone in achieving all volunteer/or intern related objectives.

2. Who is covered by this policy?

2.1 This policy applies to all potential and current volunteers and/or interns.

3. Recruitment & Selection

Advertising for volunteers and/or interns:

3.1 Europia is committed to ensuring that there is no discrimination on the grounds of gender, marital status, disability, race, colour, religious belief, political belief, sex or sexual orientation, nationality, ethnic origin, age, trade union activity, responsibility for dependents or employment status at any stage of the recruitment process when recruiting for volunteers and interns.

3.2 Europia is committed to applying a wide range of recruitment methods in order to reach as many sectors of the community as possible.

3.3 Europia may apply positive recruitment methods for specific volunteering and/or internship tasks, for example for specific volunteering and/or internship with minority ethnic groups/specific communities and languages.

Initial Contact

3.4 Anyone interested in becoming a volunteer or intern with Europia will be invited for an online meeting with the Volunteer Coordinator.

3.5 If the volunteer and/or intern wishes to proceed with the application at this stage, the Volunteer Coordinator will send the interested person the "Europia Volunteer's Information Form" together with an Information pack, including an application form that will need to be completed, and returned.

3.6 If the volunteer and/or interns need more information before agreeing to proceed the Volunteer Coordinator and applicant will mutually agree the next steps e.g. for follow up contact in a set period of time.

3.7 Additional support will be provided to anyone who discloses a disability to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process for volunteering and/or internship. Reasonable adjustments will be considered to remove any barriers the potential volunteer and/or intern faces during the process.

Selection and pre-volunteering and/or pre- internship checks

3.8 Once the Volunteers Information Form is completed and returned it will be reviewed. If all is in order pre-volunteering and/or pre-internship checks will be completed. This includes:

- One satisfactory written reference
- Proof of ID

3.9 If volunteers and/or interns may be working with vulnerable people, or in positions of trust, they will be asked to undertake a DBS check.

3.10 If volunteers and/or interns may be working with vulnerable people they will also be asked to undertake relevant training (see next section)

3.11 All information will be dealt with in the strictest confidence.

4. Information & Training

4.1 Volunteers and/or interns will receive full information about their chosen area of work and will be given a clear idea of their responsibilities to Europia.

4.2 For volunteers and/or interns who may be involved with vulnerable people there is a requirement to undertake specific training and learning on our online training platform (Charity Learning Consortium) to cover the topics:

- Safeguarding
- Data Protection and GDPR

4.3 All volunteers and/or interns will be given induction training.

4.4 Volunteers and/or interns will be consulted in decisions which affect them.

5. Key Europia policies to be aware of

There are a number of policies that Volunteers and/or Interns will be expected to have read and indicated their understanding of, including:-

5.1 Diversity and Equal Opportunities Policy

5.2 Health and Safety Policy

5.3 Confidentiality and GDPR practices

5.4 Safeguarding

5.5 Whistleblowing

6. Support & Supervision

6.1 Volunteers and/or interns will be assigned a named contact person for supervision and support.

7. Problem-Solving

7.1 Europia recognises that problems do arise and we aim to identify and resolve these problems at the earliest stage. Volunteers and/or interns who have a problem of any kind should discuss it in the first instance with the Volunteer Coordinator.

8. Confidentiality

8.1 Volunteers and/or Interns will be expected to understand the principles of confidentiality and will receive instruction about this on commencing as a volunteer and/or intern. All volunteers will be expected to read and sign a confidentiality declaration.

9. Expenses & Insurance

9.1 Europia will ensure that there is a clear and accessible system to enable volunteers and/or interns to claim expenses related to volunteer and/or internship assignments. This will be explained as part of a volunteer's and/or internship's induction.

10. Health and Safety

10.1 All volunteers and/or interns are covered by the same health and wellbeing policies and provisions as staff.

11. Termination of Volunteers and/or interns

11.1 Volunteers and/or interns may choose to end their association with Europia at any time by informing the Volunteer Coordinator. It is appreciated if a minimum of 1 weeks' notice is provided but it is recognised that this is not always feasible.

11.2 Europia may terminate a volunteer's and/or interns involvement if they violate policies, engage in misconduct, or pose a risk to the organization or its beneficiaries. The volunteer and/or intern will receive written confirmation of the ending of any volunteer and/or intern arrangement.

12. Records

12.1 We will retain all records related to the recruitment and management of volunteers and/or interns in accordance with our GDPR and Data Retention Policy.

13. Monitoring and review of policy

13.1 We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives. There will be a review at least every 2 year. The next review will be due September 2025.

14. Final Statement

14.1 By volunteering and/or internship with Europia, you acknowledge that you have read, understood, and agree to abide by the guidelines outlined in this policy and policies mentioned in section 2. Your commitment and dedication are instrumental in achieving our shared goals and making a positive impact on the community we serve.

14.2 For any queries or further information, please contact the Volunteer Coordinator

Signed: …… (Volunteer and/or Intern)

Printed Name: ……

Date: ……