



TARLAND DEVELOPMENT GROUP

Charity No.SCO41598. Scottish Charitable Incorporated Organisation

Volunteering Policy

Tarland Development Group's (TDG) purpose is the advancement of community development and in particular, promotion of the arts, culture, heritage, environmental enhancement and protection, and the provision of recreational activities within the Parish of Tarland and the Howe of Cromar in Aberdeenshire. To meet it aims, TDG undertakes a wide range of projects on behalf of the community (mainly through its various projects and groups).

While TDG will apply for grant funding to pay personnel where possible, its activities are heavily dependent on volunteers supporting the various projects in a wide variety of ways including as Trustees, work organisers or simply working on or supporting the various TDG projects. This policy will outline TDG overall approach to using volunteers.

TDG will treat all volunteers with respect and value them as individuals contributing to the work of the Group. The Group recognises that volunteers are not unpaid staff, but people making a valuable and complementary contribution to our work and everyone's environment.

All volunteers are required to be aware of and follow TDG guidelines and procedures while on TDG sites. Trustees and/or work leaders are responsible for ensuring that volunteers receive a suitable induction and are aware of the relevant TDG policies, and in particular the Group's Health and Safety Guidelines and the Children and Vulnerable Adult policies.

TDG will provide a safe working environment for all volunteers and will support volunteers as required for their involvement within TDG. The Group may, in addition, send volunteers on relevant training courses as required and agreed by the Trustees. TDG will also reimburse any agreed out-of-pocket expenses.

Any concerns that a volunteer has should be raised with the work leader or a Trustee and resolved as soon as possible. If this is not possible then TDG's complaint's policy should be followed in order to ensure that the issue is satisfactorily closed.

This policy will be reviewed, approved and endorsed by the TDG board annually.

6th September 2018

