



Lincoln Civic Trust Volunteer Policy

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. 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 and meeting like-minded people. By volunteering for **Lincoln Civic Trust** you will be making a positive contribution to community development in our area. Volunteers are vital to our **charity and Community**.

Induction and training:

It does not matter how much you already know, as there will be opportunities to learn.

There will be an induction prepared and delivered by one of our staff. This will include:

- ☐ some information about **Lincoln Civic Trust**, our vision, mission and our future plans;
- ☐ the role of the volunteer;
- ☐ tour around our facilities and see some of our initiatives;
- ☐ essential procedures such as timekeeping, rota etc;

There will be a trial period of four weeks to give **Lincoln Civic Trust** and you time to discover if you are suited to each other. A review will be made midway through the trial period and also at the end. This is not an assessment, it is just so that we can be sure that you benefit the most from the volunteering experience and maximise the time you are giving freely.

Expenses:

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, ~~if required, will be reimbursed including expenses for travel~~. In order to claim expenses, an 'Expenses Form' must be completed, a valid receipt provided and this should be handed in **to the Secretary**.

Insurance, health and safety, accidents and risk assessment:

Lincoln Civic Trust has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We will keep reminding you of our 'Health and Safety Policy' and give simple instructions on how to perform each task safely.

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 of all, 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 Chairman.

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:

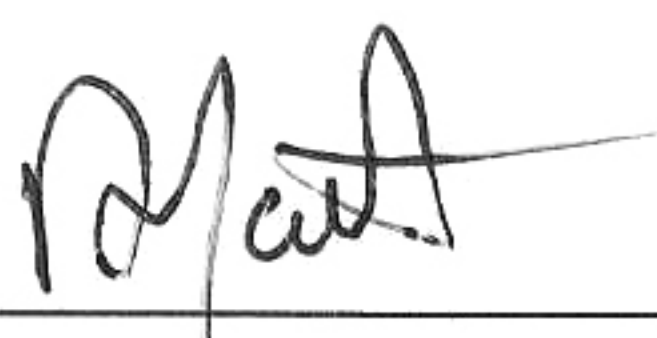
Lincoln Civic Trust is committed to embracing diversity and promoting equality and inclusion. When representing **Lincoln Civic Trust** as a volunteer we expect you to support our commitment to promoting equality.

Volunteering whilst on benefit:

You can still volunteer with us if you are receiving benefits provided that we follow the legal guidelines. We have information from the Jobs and Benefits Department which we can talk through with you regarding the hours you can do and what you can claim for expenses incurred through volunteering.

This is the Volunteer Policy of **Lincoln Civic Trust**

Signed:



Position:

Chairman

Chairman:

Approved by Trustees on:

12th March 2026

Date: