



Volunteer Policy

The Church of King Charles the Martyr Potters Bar

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Signed:

The Revd Emma-Jane Wilkinson

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1. Purpose

- 1.1 The policy outlines the principles on which the relationship between volunteers and the Church of Kings Charles the Martyr (KCM) is based and provides basic information about volunteering with KCM. Volunteers are vital to the effective functioning of KCM. They are integral to the structure and operations of KCM and contribute strongly towards its aims and objectives.

2. Scope of the Policy

- 2.1 KCM is composed mainly of unpaid volunteers and relies on those people giving their time and effort to make it an effective decision-making and governing body. Other volunteers support KCM by giving their time to carry out roles which have been initiated by or agreed with, KCM. This policy is intended for volunteers who have accepted an agreed role with KCM.

3. Distinction between Volunteering and Employment

- 3.1 The volunteering relationship is based on trust and does not involve the obligations associated with employment. No payment, other than the reimbursement of agreed expenses, is made by KCM to people who fulfil the role concerned, taking into account any effect the volunteer may have on the safety of all parties, our Organisation and reputation.
- 3.2 We follow the Guidance for Safer Recruitment under the Safeguarding Policy. For certain roles, a Disclosure and Barring Service (DBS) check will be required.

4. Safeguarding

- 4.1 The care and protection of children, young people and adults involved in KCM activities is the responsibility of everyone in the organisation.
- 4.2 Following successful appointment to your role, you will be required to undertake online Safeguarding training to the appropriate level.
- 4.3 Depending on the role you undertake, you may be required to undertake a DBS.
- 4.4 The Parish Safeguarding Officer (PSO) is available for advice and guidance on accessing training. We advise that you familiarise yourself with our Safeguarding Policies, available on KCM's website.
- 4.5 KCM is consigned to the national safeguarding policy '[Promoting a Safer Church](#)' and its six policy commitments.
- Promoting a safer environment and culture
 - Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church
 - Responding promptly to every safeguarding concern or allegation
 - Caring pastorally for victims/survivors of abuse and other affected persons
 - Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
 - Responding to those that may pose a present risk to others.
- 4.6 The Church of England follow good safeguarding practices outlined in the various 'House of Bishop's Guidance' and there is a duty for all employed by the church to conform to these practices. The Parish Safeguarding Officer can also advise you in this regard to supplement your safeguarding training requirements.

5. Age

- 5.1 In most cases you will need to be over 16 years of age to volunteer independently, and under 18s will be asked for parental consent. Younger people may get involved in some aspects of volunteering with us if they are accompanied by a responsible adult. We do not have an upper age limit for volunteers but there may be situations that require us

to ask someone to stop volunteering – for example when health issues are considered a risk to the person concerned or others around them.

6. Supervision

- 6.1 Your leader will be designated via a KCM member who is responsible for the area and/or role.

7. Induction, Training and Development

- 7.1 If required, you will be given access to training or information to help you successfully carry out volunteering role.
- 7.2 You will be offered an appropriate induction as required, including information about the volunteering environment and any equipment you may be using in your role. If you choose to take on an additional or alternative role or activity as a volunteer, your activity leader will be happy to help you widen or develop your skills and knowledge accordingly.
- 7.3 Any concerns about inadequate training or induction arrangements should be promptly reported to the Vicar or Church Wardens.

8. Equal Opportunities and Diversity

- 8.1 You will be volunteering in an organisation that is committed to equal opportunities and diversity. This commitment is reflected throughout KCM's policies and practices.

9. Responsibilities and Expectations

- 9.1 We want you to enjoy volunteering with us and we take our responsibilities towards you very seriously. As a volunteer, you will also be a representative of KCM and, as such, we ask that you act appropriately.
- 9.2 KCM's responsibilities to its volunteers are to:
- offer opportunities to everyone who wants to volunteer without discrimination, such that no-one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.
 - match your skills and experiences with the right role for you wherever possible, listening to your motivations and aspirations.
 - offer appropriate training and support for your role.
 - celebrate success and recognise loyalty and dedication.
 - respect all our volunteers and listen to what you have to say, consistently

encouraging two-way communication.

- provide information about the organisation's work, policies and procedures.
- reimburse agreed out-of-pocket expenses.
- make necessary arrangements to ensure your health, safety and welfare as a volunteer.
- encourage a positive and friendly atmosphere.
- provide access to trained members, to support, guide and advise you.

9.3 Our expectations of you as a volunteer are to:

- aim for high standards of efficiency, reliability and quality in your volunteering.
- work in partnership with other volunteers, staff and the general public.
- support, respect and adhere to our policies, guidelines and management decisions – including all aspects of equal opportunities, safeguarding, health and safety, data protection and use of our name.
- to consider and protect KCM's good reputation in your actions and to conduct yourself at all times in a way that is kind to yourself and others and in way that is aligned with the values and expectations of a loving Christian community.
- act responsibly and within the law.
- let your leader or appropriate Officer know first if you have any problems so that we can find a solution together.
- let your leader know if there are changes in your personal circumstances that may affect your volunteering.
- have the best possible experience by getting involved and enjoying your volunteering.

10. Health and Safety

10.1 We are committed to ensuring your wellbeing and safety whilst you are volunteering and, in turn, we expect our volunteers to contribute to maintaining a safe environment, you are therefore required to:

- Take reasonable care for the health and safety of yourself and other persons who may be affected by your actions or omissions
- Co-operate with staff by assisting them to fulfil their statutory duties.
- Follow the health and safety policy, procedures and measures put in place by KCM or any other organisation whose premises you may be working on
- Note emergency evacuation procedures and escape routes

- Report accidents/incidents or dangerous circumstances promptly to the Vicar or Church Wardens, whether or not any person has been injured
- Be aware of actions to take when an emergency situation arises and who, from KCM, to contact for support.

11. Copyright, Intellectual Property and Photography

- 11.1 The rights to any original works that you may produce in the course of volunteering will remain yours, unless otherwise agreed in writing and assigned to KCM. Examples include photography, art work, musical compositions/arrangements or performances, graphic design and written work, including the results of research.
- 11.2 We may use photographs of volunteers carrying out their roles for promotional purposes, such as in a leaflet or online. You may, of course, request that an image is not used or withdrawn.

12. Media Relations

- 12.1 No comments or stories should be given directly to the media, unless your volunteer role specifically includes talking to the press or other media. Diocesan media relations are handled by trained specialists who can give advice. Any requests from the press, etc. should be referred to the Vicar or Church Wardens or the Diocesan Director of Communications.

13. Data Protection and Confidentiality

- 13.1 We take great care to protect your information as part of our data protection responsibilities. As a volunteer, we expect you to protect any personal or confidential information to which you may have access. KCM has a Privacy Policy and GDPR Guidelines with which you should familiarise yourself.
- 13.2 We may use photographs of volunteers carrying out their roles for promotional purposes, such as in a leaflet or online. You may, of course, request that an image is not used or withdrawn.

14. Expenses

- 14.1 Volunteers may request reimbursement of reasonable out-of-pocket expenses, such as travel costs or the cost of materials. Payment of reasonable expenses must be approved and authorised by the Treasurer, preferably in advance, and VAT receipts or tickets will be required.

15. Insurance

- 15.1 KCM has appropriate types of insurance in place to cover its volunteers. These include

Employers' Liability Insurance and Public Liability Insurance in the event of a volunteer being harmed due to the negligence of KCM or a third party being injured as a result of the actions of a volunteer whilst performing KCM duties.

15.2 Our insurance does not cover your personal belongings.

16. Using Your Own Vehicle

16.1 Volunteers using their own vehicle in the course of their volunteer duties are required to have a valid driving licence, including category B. The car they use must have a current MOT if required, be properly maintained and in a safe driving condition. KCM does not provide motor insurance for volunteers. Volunteers who offer lifts in their own cars to other staff members should satisfy themselves that this is within the terms of their vehicle insurance. They are advised to check with their insurer that the insurance is valid for voluntary driving.

16.2 If we have agreed to reimburse your expenses for travelling in your own vehicle, we use the government HMRC approved standard mileage rates, which include an allowance for insurance as well as fuel, maintenance, and tax, etc.

17. Smoking, vaping and substance Abuse

17.1 All KCM premises and events are smoke free. No smoking or vaping is allowed in or around our premises. Volunteers are asked not to smoke or vape when wearing a badge, branded clothing or anything that would identify them with KCM.

17.2 Volunteering whilst under the influence of alcohol or drugs will not be accepted. We regard this as a disciplinary issue.

18. Resolving Concerns

18.1 If you have any problems or complaints about your volunteering, please talk to your leader, the Vicar or Church Wardens immediately. KCM takes the concerns of its volunteers very seriously and will make every reasonable effort to resolve any difficulties.

19. Audit and Whistle Blowing

19.1 KCM is accountable to the Charity Commission and to the public. We have a responsibility to monitor our activities to maintain our reputation as a trustworthy charity that manages its affairs honestly and efficiently. If you believe any member of staff or volunteer is behaving in a way that is likely to bring KCM into disrepute or cause financial loss, you should let your leader know immediately. If, for any reason, you would rather not talk to him or her, you should speak to the Vicar, Church warden or Treasurer. If this is not possible you are entitled to go directly to the [Charity Commission](#).

20. Complaints Handling Policy

- 20.1 A copy of our complaints policy is available from the Vicar. Our policy is to try to resolve all complaints informally, although a formal procedure is available, where appropriate.

21. Construction and Application of the Policy

- 21.1 Queries on the construction and application of the policy should be directed in the first instance to the Vicar.

22. Policy Review

- 22.1 This policy will be reviewed annually to ensure continuing appropriateness.