



Our Digital Ancestors Volunteer Policy

Volunteering is vital to Caring for God's Acre's work on the Our Digital Ancestors project. This policy is designed to demonstrate our commitment to volunteering and our individual volunteers, ensuring that everyone is treated consistently, equally and fairly. We appreciate and value the full worth of all volunteers. Caring for God's Acre is committed to Equal Opportunities.

As a charity we also expect our volunteers to behave in a way which represents our organisation positively, and we reserve the right to withdraw an offer of volunteering if the volunteering policy is not being followed or the conduct of a volunteer negatively affects other volunteers, staff or members of the public.

As a volunteer you can expect Caring for God's Acre to:

- Make you feel welcome to the Our Digital Ancestors project and to the organization
- Match your skills to the opportunities available where possible
- Cover you with Caring for God's Acre insurance while volunteering for us
- Recognise and appreciate you for your contributions to the project
- Provide you with induction, training and support to fulfil your volunteer role.
- provide safe and healthy working conditions, and advised of any risks which exist
- Help you resolve any problems which arise during your volunteering
- Give you the opportunity to review what you do, and to be consulted about your experience as a volunteer
- Reimburse you for travel expenses of 45p per mile for car journeys, or for public transport costs to attend your place of volunteering, with relevant receipts/tickets.
- Maintain volunteer records including contact information for health and safety and insurance purposes, and to store this information securely in accordance with our Data Protection Policy and all applicable UK Laws.

Caring for God's Acre expects volunteers to:

- Fulfill volunteering in accordance with this policy and volunteer role description
- Work safely and responsibly. It is your duty to inform Caring for God's Acre of any changes to your health and wellbeing which would affect your volunteer role.
- Operate according to the values and standards of Caring for God's Acre and abide by the Health and Safety and Safeguarding policies (available on request).
- Participate in inductions and training as appropriate for your volunteer role.
- Accept that we require reliable volunteers that are able and willing to undertake their volunteer roles at the agreed times or within agreed deadlines.
- Try to inform the Our Digital Ancestors team if you are unable to attend a session or are unable to continue volunteering
- If unemployed and in receipt of Job Seekers Allowance, accept that it is your responsibility to inform DSS that you are volunteering as necessary.

For the avoidance of doubt, volunteers are not employees or members of staff, and it is not intended that they should be.