

VOLUNTEER POLICY



This procedure is endorsed by the Company's Senior Management Team and will be reviewed regularly. This procedure may be changed from time to time, and you will be informed of any such changes. This policy is non contractual.

This policy outlines the Club's and Community's approach to volunteers and how they will be utilised and treated, in order to ensure that the contribution of them is valued and recognised properly.

REFERENCED POLICIES

- None Referenced Policies
- Disciplinary Policy
- Safeguarding Children
- Adults at Risk Policy
- Employee Handbook
- EDI Policy

OVERVIEW

STFC Football Club ("the Club") is a professional football club which plays in the EFL Football League. STFC Community Programme is the Club's Charitable arm. Both serve the needs of its stakeholders by employing and retaining high calibre employees who are well trained and motivated to give of their best but recognises that volunteers are a valuable source of support for its employees and customers.

STFC has adopted this policy to ensure that the contribution of volunteers is valued and recognised properly, and to set out how volunteers will be utilised and treated.

THE VOLUNTEER

The Club and Community programme appreciates the help and assistance of volunteers, who by definition are willing to assist Shrewsbury Town by giving of their time on a 'not for payment basis'. It is of paramount importance to the Club that its volunteer will feel a sincere sense of achievement and satisfaction for the efforts they undertake on behalf of the Club and Community Programme. It is acknowledged that the amount of time volunteers are willing or able to give will vary, however the Club and Community Programme will always seek to ensure that volunteers will be treated in the same way as employees at all times when acting for, or on behalf of STFC. Every new volunteer will be issued with a Volunteer Agreement prior to commencing their role, clearly setting out what is expected of them and what is expected from STFC.

The volunteer will be expected to sign their agreement and a copy will be held on file by the Club. Dependent on the role volunteers will be expected to have a DBS check, in accordance with the Safeguarding Children & Adults at Risk Policy.



TRAINING & DEVELOPMENT

When the volunteer first commences their agreement, the Club and Community Programme will provide an induction on the work STFC and introduced to relevant staff. The volunteer will be given a copy of the Employee Handbook and key policies i.e., Safeguarding, EDI and Health & Safety, so that they are aware of all relevant policies and procedures.

A 'buddy' will be identified from amongst the permanent staff when a new volunteer is engaged to ensure that they are supported appropriately. The volunteer will be given appropriate training, guidance, and support to enable them to carry out the role for which their services have been engaged. This will include training in safeguarding, health and safety and equality and diversity.

Volunteers will be invited to relevant meetings to ensure that they are kept aware of any relevant issues and given appropriate information.

Volunteers are expected to comply with the policies and procedures and other information contained in the Staff Handbook, a copy of which can be obtained for the relevant department lead or HR. They should deal with any issues that arise in accordance with their agreement with the Club and Community Programme through the policies and procedures provided in the Staff Handbook.

IMPLEMENTATION & ENFORCEMENT

The Board, senior managers and line managers are responsible for the promotion and maintenance of this policy by their staff. The Senior Safeguarding Manager is responsible for monitoring and reviewing the operation of this policy. Employees are expected to comply with all elements of this policy. Employees not complying with this Policy may be subject to the STFC's Disciplinary Procedures as outlined in its Disciplinary Policy.

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Signed off by:	Liam Dooley
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