



# Volunteer Policy

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### Introduction

Prism LGBTQ+ is comprised entirely by volunteer Mentors who are responsible for both the running of the weekly sessions and ad-hoc activities, but also the overall management of the organisation.

Prism LGBTQ+ recognises that all Mentors make a valuable contribution to the smooth running of the operation, and are committed to ensuring that all Mentors are encouraged and supported,

This Policy sets out the broad principles for voluntary involvement within Prism LGBTQ+.

This Policy and its implementation will be reviewed as required to keep in line with changing legislation and at least every three years.

If any training needs are identified relating to this policy or its implementation then these will be met as appropriate.

All Prism LGBTQ Mentors must abide by this Policy. Any breach of this Policy will be investigated and may result in disciplinary action.



## **Section 1 - Mentor Rights & Responsibilities**

Prism LGBTQ+ recognises the rights of all Mentors to:

- Have a clear understanding of what is expected of them
- Be provided with safe working conditions
- Be provided with relevant training if required
- Be reimbursed for any out-of-pocket expenses incurred as a result of volunteering (excluding travel to and from weekly Prism sessions)
- Be covered under appropriate public liability insurance
- Be free from discrimination
- Be protected from bullying or harassment
- Be appreciated for their effort

As Prism Mentors are volunteers and do not receive any material reward, there are no automatic rights granted under employment protection legislation.

## **Section 2 - Expectations of Mentors**

Prism LGBTQ+ expects all Mentors to:

- Adhere to all Prism Policies, especially those which relate to the safeguarding of young people
- Respect Confidentiality
- Ensure a culture of mutual support and reliability
- Respect Prism LGBTQ+ and not behave or act in a manner which will bring the organisation into disrepute
- Act in a manner that reflects the values of Prism LGBTQ+

## **Section 3 - Selection & Recruitment of Mentors**

See "Safeguarding Young People & Vulnerable Adults Policy" (Section 8).

## **Section 4 - Training**

All Mentors should have access to the necessary knowledge and skills to carry out their duties and adhere to the organisation's policies. Prism LGBTQ+ recognises it has an obligation to facilitate relevant and appropriate training for its Mentors in order for them to carry out their role.



## **Section 5 - Whistleblowing**

Prism LGBTQ encourages openness and is committed to high standards of behaviour and accountability. To enable this, it is important that all Mentors are aware of their obligations and rights with regards to raising concerns.

As detailed under the Public Interest Disclosure Act (1998) individuals are protected from reprisals if they raise serious concerns that one or more of the following has or will occur:

- A criminal offence
- A breach of legal obligation
- A miscarriage of justice
- A danger to the health & safety of an individual
- Damage to the environment
- A deliberate attempt to conceal any of the above

Should any Mentor wish to raise a concern regarding the behaviour or actions of another Mentor, they should in the first instance notify the Chair. In the event the concern relates to the behaviour or actions of the Chair, then they should notify either the Secretary or Treasurer.

See also the Prism "Safeguarding Young People & Vulnerable Adults Policy" (Section 7) for information regarding safeguarding allegations against Mentors.

## **Section 6 - Disciplinary Process**

Prism LGBTQ+ has an obligation to act on any reported concerns that have been raised. At the same time however it should be ensured that all Mentors are treated in a fair and transparent manner.

Following any concern raised to the Chair (or alternatively the Secretary or Treasurer), they must carry out a full investigation to establish the facts as well as the veracity of the allegation.

Depending on the outcome of this investigation, the Mentor may be invited to attend a disciplinary meeting where they will be provided with the opportunity to respond to the allegations made. If required they may be accompanied by one other person to this meeting. A possible outcome of such a meeting will be to terminate the individual's services as a Mentor.

If the original allegation or concern related to a safeguarding matter then the process followed may be slightly different following instruction and guidance from the LADO. See the Prism "Safeguarding Children & Young Adults Policy" (Section 7) for more information.