

Volunteering Policy

1. Our Commitment to Volunteers

Volunteers are essential to World Aid Network (WAN). We aim to provide a safe, supportive and rewarding volunteering experience that reflects our humanitarian values and the standards expected of UK charities by the Charity Commission.

2. Recruitment and Vetting

Volunteers are recruited under safer recruitment principles, including:

- a written role description identifying any contact with children or adults at risk;
- verification of identity and right to work or volunteer where applicable;
- two satisfactory references taken up before deployment;
- a Disclosure and Barring Service (DBS) check at the appropriate level for any role eligible under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Police Act 1997;
- equivalent local vetting checks for volunteers engaged through overseas partner organisations;
- a probationary period and structured induction within four weeks of starting.

3. Induction, Training and Supervision

Every volunteer receives an induction covering WAN's purposes, the Safeguarding Policy, the Code of Behaviour, health and safety, equality and diversity, and the role itself. Volunteers in clinical or beneficiary-facing roles complete safeguarding awareness training before deployment, with refresher training at least every two years. Each volunteer has a named supervisor who provides regular check-ins and an annual review.

4. Code of Behaviour

All volunteers must follow the Code of Behaviour set out in the Safeguarding Policy, including never being alone with a child or adult at risk wherever avoidable, obtaining informed consent before clinical examination or use of imagery, and refusing any gift or hospitality that could be perceived as a bribe.

5. Reporting Concerns

Volunteers are encouraged to raise any safeguarding, conduct, financial or operational concern with their supervisor, the Designated Safeguarding Lead, or under the Whistleblowing Policy. No volunteer will suffer detriment for raising a concern in good faith.

6. Equality, Inclusion and Wellbeing

WAN welcomes volunteers from all backgrounds in line with the Equality Policy. Reasonable adjustments are made wherever practicable. Volunteers are entitled to a respectful, harassment-free environment under the Bullying and Harassment Policy.

7. Expenses

Volunteers are not expected to be out of pocket. Genuine expenses (travel, meals during

camps, agreed equipment) are reimbursed against valid receipts in line with the Financial Controls Policy.

8. Insurance

WAN maintains public liability and (where appropriate) professional indemnity insurance covering all volunteers acting on official charity business. Volunteers are briefed on the scope of cover at induction.

9. Ending the Volunteering Relationship

Either party may end the arrangement at any time. WAN may suspend or terminate a volunteer's role where there are safeguarding, conduct, performance or capacity concerns, in line with this policy and the Safeguarding Policy.

10. Review

This policy is reviewed annually by the trustees, or sooner if legislation, regulator guidance or operational circumstances change.