

Volunteer Policy

The Scottish Cot Death Trust is a Scottish charity with a strong community focus, funding research, undertaking education & awareness and supporting families whose lives have been affected by cot death.

Volunteering for the Scottish Cot Death Trust

The Scottish Cot Death Trust respects and values the input of volunteers in the furtherance of its work and endeavours to treat all volunteers fairly and with respect. The Trust recognises volunteers as a core part of our team with a distinctive but complementary role alongside paid staff.

What you can expect from the Scottish Cot Death Trust

The Scottish Cot Death Trust undertakes to provide you with:

- A named member of staff to offer you regular contact and support
- Appropriate training and development opportunities
- The chance to gain valuable experience within a respected voluntary organisation
- Safe working conditions
- Regular support and supervision
- Fair treatment
- Confidentiality
- Agreed out of pocket expenses

What the Scottish Cot Death Trust expects from you

In common with all our volunteers, you are asked to:

- Demonstrate a commitment to the role you are asked to play within the Scottish Cot Death Trust
- Attend recommended training sessions
- Maintain confidentiality
- Sustain good relationships with other volunteers, staff, clients and the public
- Work within and support the Scottish Cot Death Trust's policies and procedures
- Have regard to decisions made by the Scottish Cot Death Trust and acknowledge that ultimate responsibility for management rests with Scottish Cot Death Trust staff
- Uphold the good reputation and image of the Scottish Cot Death Trust

Becoming a Volunteer with the Scottish Cot Death Trust

(1) Recruitment and Selection

The Scottish Cot Death Trust is committed to equal opportunities. Volunteering is open to all regardless of gender, race, disability, age, religious or political beliefs.

The Scottish Cot Death Trust will accept the assistance of volunteers purely on the basis of an individual's ability to perform a specified task and taking into account the needs and restrictions of the location.

There is no upper age limit for Scottish Cot Death Trust volunteers, however volunteers must be at least 16 years old.

The Scottish Cot Death Trust adopts a selection procedure, which requires all volunteers to complete an application form.

Disclosure checks will be carried out on volunteers who wish to support certain aspects of the Scottish Cot Death Trust's work that may involve contact with children. Volunteers will be advised if they will be subject to these checks, before they are carried out.

An induction programme will be provided for new volunteers to ensure that all volunteers have sufficient knowledge about the work of the Scottish Cot Death Trust and relevant policies.

(2) Support for volunteers

The Scottish Cot Death Trust will provide all volunteers with regular support from their named supervisor to discuss progress and to plan for future contributions.

The Scottish Cot Death Trust will endeavour to meet the training needs of volunteers, where applicable.

(3) Insurance

All Trust volunteers are covered by the Scottish Cot Death Trust's Public Liability Insurance.

Volunteers using their personal vehicle for volunteering purposes are responsible for their own vehicle insurance, and should inform their insurance companies accordingly

(4) Expenses

The Scottish Cot Death Trust will reimburse volunteers for agreed out-of-pocket expenses, which have been incurred whilst volunteering for the Trust. The procedure for claiming expenses will be explained during the induction programme.

(5) Health & Safety

The Scottish Cot Death Trust has a statutory requirement to ensure a safe working environment for all its employees and volunteers. The Scottish Cot Death Trust will do all that is reasonably practicable to prevent personal injury, damage to property and to protect everyone from foreseeable work hazards.

(6) Confidentiality

The Scottish Cot Death Trust respects the volunteer's right to confidentiality. In turn, the Scottish Cot Death Trust requires all volunteers to respect the confidentiality of the organisation and its clients.

(7) Complaints

The Scottish Cot Death Trust does have a complaints policy and this will be explained during induction. However, we would encourage all volunteers to seek to address any issues with their supervisor in the first instance.