



## **Volunteering Policy**

COMPANIONS Befriending Scheme recognises that volunteers make a vital contribution to the service and we should invest in them in terms of their personal development.

1. Volunteers shall have the support of Mental Health Aberdeen's staff. Opportunities will be provided for volunteers to represent their views on volunteering to senior staff.
2. All paid staff will be fully informed about the rights and responsibilities of the volunteers.
3. Mental Health Aberdeen will review its policy concerning insurance, reimbursement for out-of-pocket expenses, working conditions and other benefits to volunteers on an annual basis.
4. Every potential volunteer should be interviewed by the Co-ordinator. In cases of unsuitability, the volunteer should at all times be informed of reasons for that decision.
5. All volunteers must inform their car Insurance Company regarding the use of their own vehicle for voluntary activities.
6. Placements will aim to match the volunteer's skills, talents and interests with the needs of the clients referred to the service.
7. Records are maintained with appropriate safeguards for confidentiality. Volunteers have access to their own records.
8. All volunteers will receive an induction programme which will include familiarisation with the organisation's mission statement and policy.
9. Training will be provided as appropriate.
10. Direct support of individual volunteers will be provided by the Co-ordinator.
11. Volunteers will be encouraged to provide each other with mutual support.

**Volunteering opportunities will complement rather than replace the work of paid staff.**



**Mental Health Aberdeen**

Registered Office: 1 Alford Place Aberdeen AB10 1YD Scottish Charity No. SCO 12306  
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