Volunteering Policy

Our commitment to volunteers

Geeks Room recognizes that our volunteers contribute in many ways, that their contributions are unique, and that volunteering benefits users of services, staff, local communities, and the volunteers themselves.

We will ensure that:

- ❖ The work undertaken by volunteers does not replace the role of paid staff.
- ❖ Paid staff clearly understand the role of volunteers, and the value they add to our community with the work that they do.
- ❖ No enforceable obligation, contractual or otherwise, will be imposed on volunteers.
- ❖ We respect all volunteers, listen to what they have to say, and act on their concerns if expectations aren't met.

Importantly, wherever possible, we will celebrate the success and recognise the contribution of volunteers within our community (e.g. on social platforms, blog posts, newsletter articles, thankyou letters).

You can expect that we will:

- ❖ Provide a clear Volunteer Role Description so volunteers know what is involved.
- ❖ Offer appropriate training and support.
- ❖ Create regular formal and informal opportunities for feedback.
- ❖ Provide information about our work and the policies and procedures relevant.
- ❖ Ensure volunteers are able to contact a member of staff for guidance and advice on tasks being completed.

Please note: We require all volunteers who will be working with vulnerable groups, e.g. children, to undergo an enhanced background check (DBS).

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What we expect from Volunteers

We ask volunteers to:

- ❖ Commit to our aims and values, and be a positive advocate for Geeks Room CiC
- ❖ Give the best of their skills and abilities to the role.
- ❖ Work together with other volunteers, staff, and the general public and treat everyone with dignity and respect.
- ❖ Respect and maintain confidentiality.
- ❖ Always consider and protect Geeks Room's reputation in their actions and conduct, including when posting on personal social media accounts. If in doubt, asking before posting or responding to media requests.
- ❖ Give honest, constructive feedback to help us improve what we do, and be open to receiving it as well.
- ❖ Inform the Geeks Room Team of any issues related to them as soon as possible so that we can resolve them promptly.
- ❖ Be reliable, be honest, be part of the team.
- ❖ Have fun helping to put the power of digital making into the hands of people all over the world.

Expenses

- ❖ We are not able to offer reimbursement for travel expenses except in exceptional preagreed circumstances.
- ❖ We will make every effort to offer volunteers local opportunities in order to minimise the expenses incurred.
- ❖ Where relevant, a member of staff will explain the procedure for the reimbursement of expenses.

Insurance

- ❖ We do not insure a volunteer's personal possessions against loss or damage.
- ❖ We do not provide motor insurance for volunteers using their own vehicles for volunteering purposes. It is usually classified as 'social domestic and pleasure', but we recommend volunteers check with their insurer.

Contact Us

If you have queries about this policy or any other aspect of volunteering with the Geeks Room, please get in touch with us at admin@geeksroom.org.uk.