

## **Rights and Responsibilities of Volunteering**

<b>Induction</b>	We hold a volunteer induction to the Centre on a Tuesday morning every month. You will be shown around the Centre and introduced to different work areas, please try to come to this, as soon as you fill in your Volunteer form you will be invited automatically.
<b>Decision-making</b>	To ensure we offer the best possible service to low waged and unemployed people, it is vital that volunteers who work in the Centre help make decisions about policies and the day-to-day running of the Centre. Each area has its own meetings. Every Wednesday there is a meeting for all involved in the Centre (volunteers, centre users, trustees and paid workers) to discuss issues, plan future events and consider applications from organisations wishing to book the Centre.
<b>Meals</b>	All volunteers who are working a session are entitled to a free meal in our café with sea views. Collect a meal ticket from the office to hand over at lunchtime.
<b>Expenses</b>	If you come to the Centre by bus, we will refund your bus fares. Please keep your ticket and ask at the office for a petty cash payment. We also have a mileage rate for bicycle users.
<b>Crèche</b>	Volunteers with children are entitled to a crèche place for the session that they are working. Please check with the crèche about availability of places, and to arrange a regular slot, if you need one. You must let the crèche know if you are not coming in as expected, so that someone else can use the crèche place.
<b>References</b>	After 2 months you are entitled to a reference.
<b>Free Courses</b>	You are entitled to one free computer course per term, after you have volunteered for 3 months.
<b>Computer Access</b>	Volunteers can use computers free of charge during open computer access periods, as long as there isn't a paying customer waiting.
<b>Training</b>	Initial training will be given by experienced volunteers or the paid worker in your work area. There is a budget available for individual training; this will be decided at work area meetings.
<b>Support + Supervision</b>	Ongoing support and supervision is offered at regular work areas meetings, by your paid worker responsible for your work area or the Participation Worker.
<b>Absences and Punctuality</b>	If you cannot come in as expected or are running late, please let us know so we can make other arrangements.
<b>Equal Opportunities</b>	The Centre has an Equal Opportunities Policy. All volunteers have a responsibility to abide by this.
<b>Health + Safety</b>	We have a Health and Safety Officer. We also have a Safe Centre Policy which ensures the Centre is welcoming and safe for all.
<b>Complaints</b>	We hope you will be happy with your conditions of work and the behaviour of people you work with. If there is a problem, we have a complaints procedure.