

VOLUNTEERING POLICY



THE ARTHUR ELLIS
MENTAL HEALTH FOUNDATION



Purpose

AEMHF run community events as part of their wider community engagement and to promote mental health and wellbeing to the wider community.

As part of this work AEMHF, will recruit, train use volunteers to support the running of these events.

Work Placements is part of the qualification route for training practitioners like counsellors, we support this as part of the development of new practitioners.

Scope

This policy covers all staff and volunteers.

Procedure

All appointments of volunteers and work placements are subject to safer recruitment procedures and induction training which includes safeguarding.

A formal application form will need to be completed and at least two people will interview each person.

We will seek 2 references for each person.

Offers will only be made following a successful interview, any risk assessments that need to be undertaken (for criminal disclosures and online searches), 2 acceptable references and any other checks required including a DBS check.

REVIEW

Written: January 2025

Adapted: September 2026

For review: September 2029

Updated on Website: September 2026



Volunteers

Volunteers may be used on a one-off basis or may be used regularly.

Volunteers used on a one-off basis, who are supervised at all times, do not require a DBS check, but we would seek one as best practice. If there is insufficient time for a DBS check to be undertaken, the volunteer will be supervised at all times and references will be followed up.

We will seek an enhanced DBS for all volunteers used on a regular basis, all volunteers will be supervised at all times, so a barred list check is not required.

All work placements must have an enhanced DBS with a barred list check. They will be overseen by a senior member of staff but may work individually with clients.

Induction

All volunteers, students and work placements will be required to complete a formal induction, safeguarding training is part of this induction.

We also implement a probationary period, with regular meetings during this period.

A staff member who will act as a mentor will be attached to each person, to support and aid them during the probation period.

We encourage all new starters to ask questions, be vigilant and report any concerns that they may identify.

The Manager will enter into a formal written agreement with students and volunteers at the start of the placement agreeing hours of work and code of conduct.

Regular supervision (formal or informal) will be implemented with opportunities for two-way discussion and feedback.

Students and volunteers must read and sign the code of conduct before making a commitment to voluntary work.

Any information gained by the student or volunteers either verbally or written must remain confidential.

We will limit the number of students and volunteers, to ensure that they are adequately supported.

Students and volunteers are encouraged to ask if they have any queries about the AEMHF, its policies and practices.

One of volunteers, for one off events will be asked for informal feedback of their experience. Our paid staff will oversee these volunteers and will feedback any issues or concerns that arise.

Any volunteer, where concerns around code of conduct, behaviour or language are identified, will not be used on subsequent events. The safety of clients and the general public attending an event must be our priority.

Review

This policy will be reviewed every 3 years unless there is a significant change in legislation or a change in the structure of AEMHF.

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ARTHUR ELLIS

CHARITY NUMBER 1207350



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