

Writing a Staff and Volunteer Policy

Course information

WHAT

WHEN

HOW

WHY



tnta
THE NATIONAL TRAINING ACADEMY



Overview

There is a lot to take into consideration when employing staff and taking on volunteers. A clear and robust staff and volunteer policy ensures that there is clarity around recruitment, induction, behaviour, expectations, discipline, and grievance.

A good policy will ensure a consistent approach across an organisation and demonstrate commitment to ensuring fair treatment and support.

A staff and volunteer policy should be thought of as the organisations framework that helps define the role of staff and volunteers within the organisation.

This course is for committee members, trustees, managers, and supervisors who are responsible for developing and/or writing and implementing a staff and volunteer policy.

This course contains the following modules:

Module 1 - Key points of a staff and volunteer policy part 1 - In this module you will look at the key features of a policy, induction and principles, recruitment, induction, and training, pay and expenses, support and supervision, discipline and grievance, sickness and pay and annual leave.

Module 2 - Key points of a staff and volunteer policy part 2 - In this module you will look at equal opportunities, insurance, health and safety, confidentiality, a staff and volunteer policy, why we need policies and procedures and their benefits.