



ELEVATED UP CIC

Volunteer Policy

Policy	Volunteer Policy
Organisation	Elevated Up CIC, Unit 2 Winster Grove, Birmingham, West Midlands, B44 9EG (Company No. 16143711)
Version	1.0
Approved by	Board of Directors
Date approved	June 2026
Date of next review	June 2027
Policy owner	Board of Directors

1. Our commitment to volunteers

Volunteers are central to Elevated Up CIC. Many come from the community we serve. This policy explains how we recruit, support and value them.

2. Recruitment and checks

Volunteers are recruited through our safer recruitment process, including an informal interview, references and, for roles in regulated activity, an Enhanced DBS check before they start.

3. Induction and training

Every volunteer receives an induction covering their role, our policies, safeguarding and health and safety, and ongoing training appropriate to what they do.

4. Support and supervision

- Volunteers always have a named point of contact and are supervised appropriately.
- We hold regular check-ins to offer support and feedback.
- We reimburse reasonable, agreed out-of-pocket expenses.

5. What we expect

Volunteers follow our Code of Conduct and policies, are reliable about agreed times, and raise any concerns promptly. Volunteering is voluntary and either side can end the arrangement; we will always try to part on good terms.

6. Recognition

We value the contribution volunteers make and support them to develop skills and, where they wish, progress into qualified or paid roles.

7. Review

This policy is reviewed every year.



Approval

Approved on behalf of the Board of Directors:

A handwritten signature in black ink, appearing to read 'Emma', is written over a horizontal line.

Emma Hobbis

Director, Elevated Up CIC

Date approved: June 2026