



## **Policy for Volunteers in the ILPA Secretariat**

**Approved by the Executive Committee 9 October 2007**

### **Introduction**

#### **1. ILPA and volunteering**

1.1 ILPA is a membership organisation and its proud reputation and success are built on the voluntary work of its members, barristers, solicitors, legal representatives, academics, students of law and others. ILPA members may do paid work for the organisation, as trainers or authors, as well as voluntary work. ILPA is committed to involving members on a voluntary basis in all its activities, in accordance with its objectives. ILPA also recognises the importance of the Secretariat being able to draw on the work of non-members ready to give their time and energy freely for the benefit of ILPA and the wider community without concern for financial gain, not least because this allows us to draw on a wider pool of skills than those available to us through our membership.

#### **2. Volunteers who are not members of ILPA volunteering at the ILPA Secretariat**

2.1 This policy is designed for work by those who are not current members of ILPA who are working in the ILPA Secretariat or with Secretariat staff on a voluntary basis as described above. In particular this group is likely to involve experts assisting ILPA on specific topics.

2.1 This policy is endorsed by the Executive Committee of ILPA and will be kept under review to ensure that it remains appropriate to the needs of ILPA and its volunteers.

#### **3. Volunteering at the ILPA Secretariat**

3.1 Volunteering is supported and encouraged by ILPA and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff.

3.2 ILPA will agree with all volunteers at the outset of the volunteering the expectations of the Association and of volunteers and the proposed nature and duration of the relationship. These agreed expectations do not create enforceable obligations but do provide a framework within which to discuss the activities undertaken. Volunteers will be given a written description of the agreed role and tasks.

3.3 All volunteers will be made aware of and have access to all relevant ILPA policies including the volunteering policy, health and safety policy and the equal opportunities policy and will receive an induction to give them the information they need to carry out their role. Volunteers will be expected to respect the policies of the Association.

#### **4. Selection of volunteers**

4.1 ILPA is committed to equal opportunities. Volunteers will be sought or offers of volunteering considered on the basis of merit, the sole selection criterion being the individual's suitability to carry out agreed tasks.

4.2 All offers of volunteering and all personal information about volunteers is treated in confidence in the same way as staff personnel records.

## **5. Supervision and management of volunteers**

5.1 The General Secretary is responsible for the management and welfare of ILPA's volunteers and a staff member will be designated to be responsible for the day to day guidance of a volunteer. The General Secretary will provide supervision to volunteers at intervals agreed with the volunteer.

## **6. Expenses**

6.1 Volunteers can claim as expenses their travel to and from by public transport the ILPA Secretariat and to and from meetings they are asked to attend for ILPA and £3.50 expenses toward luncheon for each full day worked. Receipts must be provided for all payments and the volunteer payment form completed and signed. Other expenses must be authorised in advance by the General Secretary or by Kit Eaves.

## **7. Conditions of service**

9.1 ILPA's liability insurance policies include the activities of volunteers and liability towards them. ILPA does not insure the personal possessions of volunteers against loss or damage.

9.2 ILPA recognises that volunteers may cease their involvement at any time. Exit interviews are offered to ascertain why a volunteer is leaving, share any learning points and establish whether they may want to be involved again in the future.

9.3 ILPA aims to treat all volunteers fairly, objectively and consistently. The organisation seeks to ensure that volunteers' views are heard, noted and acted upon promptly, and aim for a positive and amicable solution based on the Association's guidelines for settling differences. The supervising member of staff should be approached in the first instance with any problems, and thence the General Secretary.

## **7. Security and confidentiality**

10.1 ILPA handles confidential information, including unsolicited information from individuals looking for immigration advice and information from members about cases on which they need ILPA's assistance. The organisation will advise volunteers of the need for confidentiality where they have access to sensitive information.

10.2 The General Secretary will hold a record of names and addresses of all registered volunteers for the purposes of security and health and safety. Volunteers can inspect all the information held on them. This information and all other personal data is subject to the provisions of the Data Protection Act 1998 and will be treated in the strictest confidence and in accordance with ILPA's obligations under Data Protection Legislation.

Last reviewed October 2007.