

E3 Initiative volunteer policy

This policy covers any person who is doing unpaid work for E3 Initiative in the UK or on the ground in Southern Africa. This work may include administration, photography and videos, writing or helping implement a project with one of E3's partners – for example, teaching and training project staff or beneficiaries. It is not aimed at donors who are going on a trip to see the work – they just need to read and accept the Child Protection and Safeguarding Policy.

E3 is a small organisation, which minimises the number of staff and administration costs. E3 does not look to promote volunteering opportunities widely, but instead explores possibilities when approached by someone who is interested in volunteering and has a particular set of skills and gifts that is needed to enhance our work or the work of our partners. It is important any volunteering complements our ethos of empowering local people to implement projects. E3 and the partner project(s) will decide together whether someone can volunteer and in what ways they will serve.

E3 sees volunteering as an opportunity not only to benefit from the gifts and skills available from the volunteer, but also as an opportunity for the volunteer to gain a deeper understanding of E3's work so he/she can become an advocate and/or fundraiser for E3's work.

E3 principles for volunteering

1. Remuneration

- 1.1 There will be no remuneration for the volunteer.
- 1.2 Travel and accommodation costs will usually be at the volunteer's expense. In some cases, they may receive help with these costs, but it will be in proportion to the expertise they can bring and the impact they can have. Generally if a local person can do the task, it is better to have a local volunteer than someone from the US/UK.

2. Time period

- 2.1 Volunteering may be a number of hours a week over an extended period, or a short focused time of a few weeks or a few months.
- 2.2 If it is over an extended period, a time to review how it is working for E3 and for the volunteer will be set at the start.

3. Supervising volunteers

- 3.1 In some cases the volunteer will be supervised and supported by an E3 staff member and in other cases by a member of staff at one of E3's partner projects.
- 3.2 In some situations, the volunteer may not work alone with children or vulnerable adults without that contact present.

Criteria for selection:

1. The volunteer must offer gifts or skills which E3 or one of its partner projects is in need of and/or the potential to raise ongoing funds for E3.
2. The volunteer will be an active Christian who ascribes to the Evangelical Alliance Statement of Faith. <https://www.eauk.org/about-us/basis-of-faith>
3. Minimum age: 18 years old
4. The volunteer will usually be known by an E3 staff member, another volunteer, trustee or partner project.
5. A recommendation and reference will be sought from the E3 person or other trusted contact. Where someone is not known well, a reference will be needed from the senior church leader of the Church the volunteer attends. This referee should not be a youth

worker/small group leader/worship leader etc, but the person who has overall authority of that Church.

6. A DBS check will be carried out for volunteers from the UK and a similar check if from another country. If you already have a valid DBS certificate within the last three years this may be sufficient. No volunteer can begin until these references and checks are complete.
7. In the case of a potential volunteer having a criminal record or record of other offences, advice whether social, legal or spiritual should be sought from the previous employers, police, and social welfare department or from church leaders prior to recruiting that person.

Application process

1. Fill out an application form, which covers contact information, gifts and skills on offer, volunteering time period, whether they have a particular project/country in mind. The form will also include information about their past and a self-disclosure about any criminal record. It will also grant permission for E3 to do a background check in the country in which they live (e.g. Disclosure and Barring Service in the UK).
2. Conversation/interview with E3 staff member or trustee, depending on who knows the volunteer, and in what way and where the volunteer will be serving. Before the interview, references will be sought from our contact and/or the volunteer's church leader.
3. Where a volunteer is not already known to E3, we will verify the candidate's evidence of identity by his/her birth certificate, passport, driving license or other formal document, preferably bearing a most recent photograph.
4. E3 contact to speak to other staff members or Trustees to explore the opportunity and take a decision on whether we want to go ahead. Ensure a Volunteer spec is agreed, which includes the role and responsibilities of the volunteer and any responsibilities on E3's side.

Induction for volunteers

1. E3 will provide training about the child protection and safeguarding policy, which will include training on behaviour guidelines for those in direct contact with children, and guidance on the acceptable and unacceptable sharing of information on children. The volunteer must read and sign the Child Protection and Safeguarding Policy.
2. The E3 contact must ensure the volunteer has a good understanding of E3's ethos and ways of working and approach to our partnerships, as well as what is expected of them during the volunteering period.

Published April 2019