

Volunteer Policy of Stichting Gilde Utrechtse Heuvelrug

Introduction

This document formulates the volunteer policy used by Stichting Gilde Utrechtse Heuvelrug, which forms the basis for how we work with volunteers.

Stichting Gilde Utrechtse Heuvelrug aims to support individuals in participating fully in society. More specifically, it provides support to asylum seekers and refugees for their participation in society.

The organisation does this through its three workgroups: Taalcoaching, aimed at mastering the Dutch language, Prima Perspectief, aimed at mediation towards employment, work experience placements or internships, and Coach4you, aimed at supporting children in their middle school years. Coach4you is a national organisation but has found accommodation for its activities in the Utrechtse Heuvelrug region with Stichting Gilde Utrechtse Heuvelrug. As a result, the organisation's policies on volunteering, integrity and complaints procedure also apply to Coach4you Utrechtse Heuvelrug.

In this volunteer policy, we outline the position of volunteers, the procedures and the relationship with volunteers. This documents the organisation's expectations towards volunteers and what it offers the volunteers.

Definition of volunteer work

We define volunteering as:

- The set of activities performed on a non-compulsory basis;
- That is performed without financial remuneration (except for reimbursement of any expenses incurred);
- And that has a social purpose, i.e. benefits society, both at individual and group level.

Vision

The aforementioned workgroups of Stichting Gilde Utrechtse Heuvelrug all focus on newcomers to our society: refugees in general and people who are obliged to follow an integration programme.

Through the commitment of volunteers, the volunteers within these sections facilitate 'normal' daily contact with Dutch society. The volunteers offer their skills, time and attention to enable people to better participate in society. Precisely because volunteers do this 'for free' and are not representatives of any 'official' body, they can easily build a bridge to people for whom Dutch society is new.

Position of volunteers

All work within Stichting Gilde Utrechtse Heuvelrug is carried out (primarily) by volunteers. The organisation of the activities at Language Coaching and Coach4you is in the hands of a workgroup that also consists of volunteers. At Prima Perspectief, the coordination is in the hands of a self-employed person and other activities are carried out by volunteers.

The following is expected from the volunteers:

- Being open to people who want to find their way in Dutch society while coming from a different culture;
- Focus on respect for one another's culture and orientation, sex and gender in all contacts between volunteers and people seeking help, and ensure a safe contact situation for both parties involved. The volunteer will not discriminate or intimidate in any way.
- Commit to the organisation for at least one year and be available for the chosen division of Stichting Gilde Utrechtse Heuvelrug;
- Participate in the information meetings offered and, if applicable, the basic training;
- Be open to regular feedback to and evaluation with the organisers of Taalcoaching, Prima Perspectief or Coach4you.

The coordinating workgroup conducts an intake interview with newly registered volunteers, in which, among other things, mutual expectations are discussed. No volunteer agreement is in place; collaboration is on a trust basis.

The volunteers do not receive any volunteer remuneration. However, the volunteers are insured through the collective liability insurance taken out by the municipality for volunteers and volunteer organisations.

For the volunteers, the appeal of this type of work is the satisfaction of being socially active in a meaningful way and the personal and often enriching contact with individuals seeking help from other cultures and with fellow volunteers.

In addition, guidance is provided and, in the case of Taalcoaching, basic training and teaching methods.

There are regular (informative) meetings for all divisions.

In the course of 2023, Taalcoaching will also begin working with a VOG (certificate of good conduct), which will become compulsory for volunteers. In view of the fact that at least some of the participants are in a vulnerable position, and that the contact is often one-to-one, Stichting Gilde Utrechtse Heuvelrug considers a VOG a minimum requirement for volunteers. Prima Perspectief and Coach4you have been applying the VOG requirement for some time.

In closing

1. This volunteer shall enter into force on 1 January 2023
This volunteer policy shall be adopted and amended by the board, last on 23 August 2023;
2. The board will ensure publication of this volunteer policy by publishing it on the website in Dutch and English;
3. The workgroup will ensure publication among their own volunteers and employees.
4. The volunteer policy is a component of the organisation's Integrity Policy to which complaint regulations are also associated.

The provisions in this volunteer policy do not prejudice the option of turning to other appropriate persons or bodies, such as the confidential advisor and/or the civil or criminal courts.

The confidential advisors of Stichting Gilde Utrechtse Heuvelrug are:

- Mr Laurens Touwen (vertrouwenspersonen@vluchtelingkinderen.nl)
- Ms Dineke Oldenhof (vertrouwenspersonen@vluchtelingkinderen.nl)

To consult the Confidential Advisor protocol, please refer to the organisation's Integrity Policy.

These regulations may be cited as "volunteer policy of Stichting Gilde Utrechtse Heuvelrug".

Adopted in the board meeting of 14 December 2022.

Supplements adopted in the board meeting of 23 August 2023.