

Volunteer reference Policy

Introduction

The association of Carers is committed to recognizing the long standing contribution of its volunteers. One method of recognition is to be able to provide a standard professional reference to volunteers eligible.

Standard professional reference

A standard professional reference will be on AOC headed paper which will detail the volunteers' service, the role that they carried out and the skills needed for this role and any other personal qualities observed.

A standard professional reference may **only** be requested in the following circumstances:

- On satisfactory completion of six months service in a voluntary position (where a volunteer is obliged to resign from their role prior to the six months minimum term, provision of a reference will be at the discretion of the Manager)
- Where the volunteer has consistently adhered to all policies and procedures.
- Where the volunteer has attended training and or a support session in the last six months.

A reference may not be requested after three months from when the volunteer ceased volunteering with the Association.

A copy of the reference will be retained on the volunteers file for 12 months if they are still volunteering for the association.

All requests for a reference should be made through a Manager to ensure consistency and equity across the volunteer programme.

Reviewed	Jan 2016					
Signature						