



GAP Volunteer/Intern Policy

Purpose and scope

This policy explains how Global Action Plan CLG (“GAP”) recruits, supports and manages volunteers, interns and student placements. It ensures children and vulnerable adults are protected, volunteers understand their responsibilities, and supervision, training and reporting follow Irish law and sector best practice.

Volunteering, internships and student placements are unpaid and voluntary. They do not create employment contracts or confer employment rights. Either GAP or the volunteer may end the arrangement at any time.

This policy applies to all volunteers, interns and student placements, as well as to staff, managers and board members responsible for supervising them.

Statement of policy

GAP provides and maintains safe and healthy conditions in its office for its staff, volunteers and visitors.

We recognise that in order to achieve our goals we need to involve volunteers in our work. We regard volunteers as a valuable resource and aim to train, support and supervise them to the best of our ability and to act quickly if any difficulties arise.

This policy document applies to all volunteers including university placement students, interns, community volunteers, etc.

Responsibility

The Board of Directors oversees safeguarding and approves this policy. The CEO implements it, allocates resources, supports supervisors, and escalates concerns.

Managers and supervisors ensure volunteers are recruited, vetted, inducted and supported appropriately.

Volunteers must follow GAP policies, safeguarding guidance, and health and safety rules.

Eligibility

Anyone committed to GAP’s aims may volunteer, provided there are no conflicts of interest. Volunteers complement, but do not replace, paid staff.

Volunteers are supported and supervised but are not employees. Role descriptions clarify tasks and expectations but are not legally binding.

Volunteering conditions

Volunteers are treated fairly and included in GAP activities wherever possible. Each volunteer has a designated supervisor responsible for their support and guidance. Volunteers have access to the necessary workspace, equipment and facilities to carry out their role effectively.

Volunteering hours are negotiated between the volunteer and their supervisor. Volunteers are expected to inform their supervisor if they cannot attend as agreed.

Volunteers are expected to follow GAP policies and ethos and to present a positive image of the organisation. Volunteers must seek approval from the CEO before undertaking anything that could affect GAP externally, including media statements, joint initiatives, or agreements.

Confidentiality

The Company respects the volunteer's right to privacy and confidentiality. In turn, volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while volunteering with the Company.

Recruitment and appointment

Volunteer roles are defined through a role description, including tasks, supervisor, location, hours and expected duration (usually no longer than 3 months).

Volunteers complete an application form and may be invited to an informal interview. Garda Vetting, references, identification and other relevant checks are conducted in line with GAP's Child Protection Policy. Volunteers may not start until all checks are complete. Formal appointments are confirmed only after requirements are met.

Induction and training

All volunteers receive an induction covering GAP's mission, policies, and their role.

Volunteers receive on-the-job training appropriate to their tasks. Additional training may be approved by the CEO if it supports the volunteer's development and is feasible within project resources.

Supervision and support

Volunteers have a designated supervisor for day-to-day guidance. Supervisors provide feedback, advice and support.

Volunteers can raise concerns or ask for guidance at any time. If issues arise, volunteers may be reassigned or given additional training. Volunteer arrangements may be ended if necessary, with explanation provided.

Concerns and grievances

Volunteers should first raise any concerns with their supervisor. If unresolved, they may escalate to the CEO or Board. GAP seeks to resolve all issues fairly, promptly, and informally wherever possible.

Ending volunteering

Volunteering is at-will. Either GAP or the volunteer may end the placement at any time, with notice given where possible. Informal exit discussions are encouraged to gather feedback and improve GAP's volunteer experience.

Volunteer rights and obligations

Volunteers are expected to act in line with GAP policies and represent the organisation positively. Volunteers may claim reimbursement for reasonable expenses. Volunteers are supported to develop skills and take on additional responsibilities if desired.

Health, safety and insurance

GAP provides a safe environment and insurance coverage for volunteers working on behalf of the organisation. Volunteers must follow health and safety guidance and report hazards promptly.

Data Protection

Volunteer records are handled securely and in compliance with GDPR. Volunteers must maintain confidentiality regarding personal and organisational information.

Monitoring and review

The Board may update this policy at any time. A full review occurs every three years, or sooner if required.

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