

Volunteers Policy	P-12 This Policy should be read in conjunction with Staklife's Codes of behaviour, Safeguarding, Equal Opportunities and neuro affirmation Policy's
Version	V01
Date of Origin	24/07/2025
Responsible person	Director – Tristan Kluibenschadl
Review Date -	24/07/2027
Amendments	

Our Commitment

STAK.Life CIC is a Community Interest Company that provides training, consultancy, creative and wellbeing workshops, and campaigning initiatives to promote understanding, acceptance, and inclusion for autistic and neurodivergent individuals and their families. We are committed to a neuro-affirming, strengths-based approach that values lived experience, creativity, and community engagement.

We believe that volunteers are an essential part of our mission to create a more inclusive, understanding, and supportive society for neurodivergent individuals. This policy sets out the principles and practices that guide volunteer involvement with us and ensure a positive, safe, and mutually beneficial experience

We recognise that volunteers bring unique skills, perspectives, and energy to our work. We are committed to:

- Valuing volunteers and treating them with respect, fairness, and dignity.
- Providing meaningful and inclusive volunteer opportunities.
- Offering appropriate induction, training, and ongoing support.
- Ensuring a safe and supportive working environment.
- Listening to volunteer feedback and recognising their contributions.

1.Volunteer Roles

Volunteers may support our organisation in various ways, including:

- Assisting with training or awareness events.
- Assisting in Operational support
- Supporting creative and wellbeing groups.
- Campaigning and advocacy work.
- Administrative or communications support.

2. Recruitment & Selection

We aim to make volunteering accessible to all, including neurodivergent individuals, and will ensure that:

- All recruitment is inclusive, accessible, and in line with our equality values.
- No formal qualifications are needed unless specified for a role.
- We will carry out informal interviews or discussions to understand a volunteer's interests, strengths, and support needs.
- References or background checks may be required for some roles (especially those involving children or vulnerable adults).

Volunteers will be required to complete a skills audit so STAK. Life can assess the abilities, qualifications, experience and interests of volunteers. A skills audit ensures that individuals are placed into roles where they are most effective and fulfilled, while also helping to operate efficiently and deliver high quality service. Please see APPENDIX A – Skills Audit form.

3. Induction and Training

All volunteers will receive:

- An induction to STAK.Life CIC's ethos, values, and activities.
- Role-specific training, including neurodiversity awareness where appropriate.
- Ongoing opportunities for learning and development.

4. Support and Supervision

Each volunteer will have a named point of contact (e.g. a team member or project lead) for regular check-ins, guidance, and support. We encourage open dialogue and will offer reasonable adjustments to ensure volunteers can contribute comfortably and effectively.

5. Expenses

STAK.Life CIC is committed to reimbursing reasonable out-of-pocket expenses related to volunteering (e.g. travel, lunch), subject to prior agreement and receipts.

6. Health, Safety & Wellbeing

The safety and wellbeing of our volunteers is a priority. We will:

- Ensure a safe working environment and assess risks appropriately.
- Provide support around mental health and stress.
- Encourage volunteers to set healthy boundaries and prioritise self-care.
- Support volunteers to advocate for themselves and express needs.

7. Diversity & Inclusion

We are committed to equality, diversity, and inclusion. We actively encourage people from all backgrounds – especially those with lived experience of neurodivergence – to

volunteer with us. Discrimination, bullying, or harassment of any kind will not be tolerated. (Please see our Policies on EDI and Neuro affirmation)

8. Confidentiality

Volunteers must respect the confidentiality of any personal, sensitive, or organisational information they access while volunteering. This includes information about individuals, families, and partner organisations.

9. Safeguarding

Volunteers who work with children, young people, or vulnerable adults must familiarise themselves with and follow our Safeguarding Policy and our Neuro affirmation Policy. We will provide training and support in safeguarding as required.

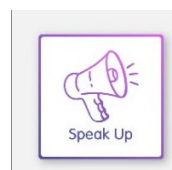
10. Ending the Volunteer Relationship

Volunteers may, of course choose to end their volunteering at any time and are encouraged to give notice where possible. Likewise, if a placement is not working well, we will work with the volunteer to find a resolution or alternative role. We aim to ensure all volunteers leave feeling appreciated and valued.

11. Feedback and Recognition

We welcome feedback from volunteers and will regularly review volunteer experiences to improve our work. Volunteer contributions will be recognised through references (on request) and other forms of appreciation.

You can scan the iTrust QR code and select the “Speak up” option and follow the prompts. It gives an option to report anonymously on the application if you so wish, to inform us of an issue or concern. You can also use the application to express positive messages or celebrations.



12. Contact

If you are interested in volunteering or have any questions about this policy, please contact:

STAK.Life CIC Email: staklifeoffice@gmail.com

Appendix A: Volunteer Skills Audit Form

Dear

We are deeply moved by the incredible support, enthusiasm, and energy people have shown us while we develop STAK.life CIC events and activities. Your support means the world to us.

As we continue to grow our training and fundraising events, we realise we can't do it alone. We would like to invite you to join our "Friends of STAK" group, where we can keep you updated on our progress and seek your continued support in ways that best utilise your time and skills.

We would love for you to be part of this new group. If you have any specific skills you would like to offer on a voluntary basis to help us achieve our mission, please let us know. We have attached a basic skills survey and would be grateful if you could complete and return it to us by email at your earliest convenience.

Thank you for taking the time and effort to support STAK.life. It truly is appreciated.

Many thanks,

Emma and Tristan

1. Personal Information

Full Name:

Phone Number:

Email Address:

Preferred Contact Method: ☐ Phone ☐ Email

2. Availability

I would like to do adhoc volunteering and be a member of the "Friends of STAKlife." ☐

I would like to volunteer regular hours and be a member of the "Friends of STAKlife." ☐

Days available: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Times available:

3. Qualifications, Lived Experience, Certifications

(e.g. Relevant life experience, First Aid, Safeguarding, Degree, Trade Certifications DBS Check- are you happy to undergo a DBS at our expense if required?)

4. Employment/Volunteer Experience

Please summarise relevant experience:

5. Skills Inventory

Please rate your proficiency in the following areas (1 = No experience, 5 = Expert):

<i>Skills</i> <i>Skill Area 1 2 3 4 5</i>	<i>Brief Detail</i>
<i>Events planning and delivery</i>	
<i>Communications</i>	
<i>Marketing</i>	
<i>Social Media Management</i>	
<i>Design and Print</i>	
<i>Fundraising</i>	
<i>Bid writing</i>	
<i>Catering</i>	
<i>General Administration</i>	
<i>Financial Management & Accountancy</i>	
<i>Counselling</i>	
<i>Therapeutic Practice</i>	
<i>Mentoring</i>	
<i>Music and music production</i>	
<i>Video</i>	
<i>Web design and content</i>	
<i>IT Skills</i>	
<i>Safeguarding</i>	
<i>Health and safety</i>	
<i>EHCP advice</i>	
<i>Working with Children/ Youth</i>	
<i>Language Skills</i>	
<i>Business Planning</i>	

<i>Specialist provision</i>	
<i>Training /Facilitation</i>	
<i>Other ...please specify</i>	

6. Interests and Role Preferences

Areas you'd like to volunteer in (tick all that apply):

- ☐ Admin Support
- ☐ Events
- ☐ Outreach
- ☐ Youth Work
- ☐ Fundraising
- ☐ Digital/IT
- ☐ Other:

7. Optional Inclusion Questions – Marginalised identity, Support Needs and Accessibility

We're a neurodivergent-led organisation, and we want to make volunteering welcoming and accessible for everyone. If you're happy to share, the questions below help us understand how best to support you.

Your answers are optional, kept private, and only used with your consent. We follow UK GDPR and the Equality Act to keep your information safe.

- Do you identify as neurodivergent (e.g. autistic, ADHD, dyslexic, etc.)?
☐ Yes ☐ No ☐ Prefer not to say _____
- Do you consider yourself part of a marginalised or underrepresented community? ☐ Yes ☐ No ☐ Prefer not to say _____
- Are there any reasonable adjustments that we can make to support you in this role
☐ Yes ☐ No
- If yes, please specify, or we can discuss if you prefer:

Signature: _____ Date: _____

STAK.life

STEFANS' ACTS OF KINDNESS

A World for Difference

[Website](#)

[Facebook](#)

[Instagram](#)



Our not for profit community Interest registration number is 15485844

#foryoustef #bekind #stopbullying



Funded by

UK Government
through the Social Enterprise Boost Fund

Supported by

Social Enterprise Kent

