Gwirfoddoli Cymru
Volunteering Wales

Cyngor Gweithredu Gwirfoddol Cymru
wcva
Wales Council for Voluntary Action

Cod Ymarfer | Code of Practice

WRTH GYNNWYS GWIRFODDOLWYR
FOR ORGANISATIONS INVOLVING VOLUNTEERS

1. Meddu ar bolisi gwirfoddoli sy'n diffinio rôl a chyfyngiadau gwirfoddoli yn y mudiad.

2. Ei gwneud yn glir a yw polisïau adnoddau dynol yn berthnasol i staff a gwirfoddolwyr ynteu i wirfoddolwyr neu staff yn unig.

3. Penodi unigolyn i fod â chyfrifoldeb dros wirfoddolwyr gan eu cefnogi a'u goruchwylio, a sicrhau bod gan y gwirfoddolwyr fynediad rhesymol at yr unigolyn hwnnw.

4. Dylai pobl sydd â chyfrifoldeb dros wirfoddolwyr gael hyfforddiant mewn rheoli a chefnogi gwirfoddolwyr.

5. Recriwtio gwirfoddolwyr o fewn fframwaith cyfle cyfartal er mwyn i broffil y gwirfoddolwyr anelu at adlewyrchu proffil y gymuned leol a wasanaethir gan y mudiad.

6. Hysbysebu ar y gronfa ddata o gyfleoedd gwirfoddoli yng Nghymru **www.gwirfoddolicymru.net**. Gall eich canolfan wirfoddoli leol eich helpu.

7. Darparu ar gyfer amrywiaeth o wirfoddolwyr, gyda thasgau a rolau gwahanol, a phatrymau a dulliau gwahanol o gefnogi a chyfathrebu. Os yw'n bosib, dylid rhoi cymorth ychwanegol i ddarparu ar gyfer y rheini ag anghenion cymorth uchel cydnabyddedig.

8. Hyrwyddo cyfleoedd i wirfoddolwyr ddefnyddio'r Gymraeg wrth wirfoddoli.

9. Paratoi gwirfoddolwyr yn gywir ar gyfer gwirfoddoli drwy raglen gynefino a hyfforddiant er mwyn cyflawni eu gweithgareddau gwirfoddoli.

10. Rhoi i wirfoddolwyr fynediad at wybodaeth gan gynnwys disgrifiad ysgrifenedig o'u rôl, a pholisïau, gweithdrefnau a safonau sefydliadol.

11. Sicrhau bod gwirfoddolwyr yn gwybod yn glir beth yw eu cyfrifoldebau o ran Diogelu a'u bod yn deall eich gweithdrefnau 'datrys problemau' neu 'beth i'w wneud pan aiff pethau o chwith'.

12. Asesu risg tasgau a gyflawnir gan wirfoddolwyr a rhoi mesurau yn eu lle i leihau'r posibilrwydd o niwed.

13. Trefnu yswiriant priodol i wirfoddolwyr a darparu dillad amddiffynnol a chyfarpar fel sy'n briodol.

14. Cynnig ad-dalu mân dreuliau yn llawn.

15. Dylai'r ffiniau rhwng rolau cyflogedig a di-dâl fod yn glir ac ni ddylid defnyddio gwirfoddolwyr yn lle staff cyflogedig.

16. Creu cyfleoedd i wirfoddolwyr roi adborth a chyfrannu at brosesau penderfynu yn y mudiad ehangach.

17. Sicrhau bod cyfleoedd i wirfoddolwyr dyfu a datblygu yn eu rôl a chynnig rhyw gofnod pendant o'u llwyddiannau.

18. Casglu straeon a gwybodaeth i ddangos effaith gwirfoddoli.

19. Cydnabod, dathlu a hyrwyddo cyfraniad gwirfoddolwyr yn fewnol ac yn allanol.

20. Ystyried gweithio tuag at gyflawni safon Buddsoddi mewn Gwirfoddolwyr.

Mae'r Cod Ymarfer hwn yn adlewyrchu prif egwyddorion Safon Ansawdd Buddsoddi mewn Gwirfoddolwyr, sydd i'w gweld ar y wefan: **www.investinginvolunteer.org.uk**. Fe'i cyhoeddwyd yn wreiddiol ym mis Ionawr 1997 gan Gyngor Gweithredu Gwirfoddol Cymru (WCVA) ar ran Fforwm Gwirfoddoli Cymru. Fe'i diweddarwyd ym mis Chwefror 2016 gan Rwydwaith Polisi Gwirfoddoli Cymru.

Am ragor o wybodaeth ac arweiniad ar arfer da wrth weithio gyda gwirfoddolwyr, ewch ar wefan WCVA:
www.wcva.org.uk/advice-guidance/volunteers

1. Have a volunteering policy that defines the roles and limitations of volunteering within the organisation.

2. Make it clear whether human resources policies apply to both staff and volunteers or to volunteers or to staff only.

3. Appoint a designated person with responsibility for volunteers to whom the volunteer has reasonable access and who will provide them with support and supervision.

4. People with a responsibility for volunteers should receive training in managing and supporting volunteers.

5. Recruit volunteers within an equal opportunities framework, so that the profile of volunteers aims to reflect that of the local community served by the organisation.

6. Advertise on the Wales volunteering opportunities database **www.volunteering-wales.net**. Your local volunteer centre can help you.

7. Cater for a diversity of volunteers, with different tasks and roles and different patterns and styles of support and communication. If possible provide extra support to cater for those with recognised high support needs.

8. Promote opportunities for volunteers to use the Welsh language in the course of volunteering.

9. Prepare volunteers properly for their volunteering, with an induction and training to carry out their volunteering activities.

10. Provide volunteers with access to information including a written description of their role, organisational policies, procedures and standards.

11. Ensure volunteers are clear of their responsibilities in relation to Safeguarding and that they understand your 'problem solving' procedures or 'what to do if things go wrong'.

12. Risk assess tasks undertaken by volunteers and put measures in place to reduce the possibility of harm.

13. Arrange appropriate insurance cover for volunteers; provide protective clothing and equipment as appropriate.

14. Offer full reimbursement for out of pocket expenses.

15. Boundaries between paid and unpaid roles should be clear and volunteers should not be used to substitute for paid staff.

16. Create opportunities for volunteers to give feedback and to contribute to decision making processes within the wider organisation.

17. Ensure that there are opportunities for volunteers to grow and develop in their role and offer some tangible record of their achievements.

18. Gather stories and information to demonstrate the impact of volunteering.

19. Recognise, celebrate and publicise the contribution of volunteers, both internally and externally.

20. Consider working to achieve the Investing in Volunteers standard.

This Code of Practice reflects key principles within the Investing in Volunteers Quality Standard, which can be found on the website: **www.investinginvolunteer.org.uk**. Originally published in January 1997 by Wales Council for Voluntary Action on behalf of the Wales Volunteering Forum, it was updated in February 2016 by the Wales Volunteering Policy Network.

For more information and guidance about good practice in working with volunteers visit the WCVA website:
www.wcva.org.uk/advice-guidance/volunteers

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