

FACULTY OF FORENSIC & LEGAL MEDICINE

of the Royal College of Physicians of London



Registered Charity No 1119599

FFLM Volunteer Policy

Purpose

The Faculty of Forensic & Legal Medicine (FFLM) relies on the skills and commitment of volunteers to deliver its objectives and uphold professional standards in forensic and legal medicine. This policy sets out the FFLM's approach to recruiting, supporting, and managing volunteers.

1. Scope

This policy applies to all individuals who give their time and expertise voluntarily to the FFLM without pay. It includes members serving on committees or working groups, examiners, assessors, mentors, event contributors, and other individuals acting in a voluntary capacity on behalf of the FFLM.

It does not apply to employees, consultants, or contractors who are paid for their work.

2. Principles

The FFLM will:

- treat all volunteers fairly, with dignity and respect
- ensure volunteering is a positive and rewarding experience
- provide clear information about roles, responsibilities, and reporting lines
- offer appropriate support, guidance, and recognition
- ensure that volunteering arrangements are consistent with charity law and good governance practice
- not replace paid staff with volunteers.

Volunteers are expected to:

- act in the best interests of the FFLM
- comply with the Volunteer Agreement, Code of Conduct, and relevant policies
- carry out their duties responsibly, professionally, and within agreed boundaries.

3. Recruitment and Appointment

Volunteers may be appointed through open recruitment, nomination, or direct invitation, depending on the nature of the role. All appointments must:

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- be based on skills, experience, and the needs of the FFLM
- follow fair and transparent processes
- include reference to the relevant role description and reporting line.

Appointments are usually for a fixed term (for example, three years for most committee roles with the option to extend by an additional two years) and may be renewed in line with FFLM policy.

4. Induction and support

Volunteers will receive appropriate induction and information to help them understand the FFLM's mission, structure, and key policies.

Each volunteer will have a designated staff contact or committee chair to provide guidance and support as needed.

Training and development opportunities may be offered where appropriate to support volunteers in fulfilling their roles.

5. Conduct and accountability

Volunteers represent the FFLM and must behave in a way that upholds the organisation's reputation and values.

They are expected to comply with all relevant policies, including:

- Volunteer Agreement
- Volunteer Code of Conduct
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Safeguarding Policy (where relevant)
- Expenses Policy.

Breaches of these policies may result in the volunteering arrangement being ended.

6. Expenses

The FFLM will reimburse reasonable expenses in line with the FFLM's Expenses Policy. Volunteers must provide valid receipts for all claims, within six months of the event, meeting etc.

7. Health, safety, and wellbeing

The FFLM is committed to ensuring a safe environment for all who work with or on behalf of the organisation. Volunteers must take reasonable care of their own health. They must follow any relevant FFLM guidance or procedures when attending meetings, events, or carrying out activities on behalf of the organisation.

8. Ending the arrangement

Either the volunteer or the FFLM may end the arrangement at any time. Wherever possible, both parties should give reasonable notice.

The FFLM may ask a volunteer to step down where there are concerns about conduct, capability, or organisational fit, following a fair and proportionate process.

9. Review and responsibility

This policy will be reviewed every three years, or sooner if required.

The Chief Executive Officer is responsible for implementation and oversight, supported by the staff team and Senior Officers.