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## VOLUNTEER POLICY

(DRAFT)

# Introduction

Swim The Wight is a social enterprise set up to promote and support open water swimming activity on the Isle of Wight. It aims to encourage safety, accessibility, inclusivity and sustainability and does this by offering coaching, information, outreach and by organising groups and events.

Swim The Wightrecognises that there are situations in which help from volunteers can make a significant and appropriate contribution to the work and service objectives of our organisation. This document defines the terms and sets out the principles, practices and procedures that will be followed in the appointment and management of volunteers.

# Definition

Volunteers can be described as people who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and/or with the aim of bringing benefit to the local community. Volunteers will be officially accepted and welcomed into the organisation.

(Volunteers are distinguished from students, other work placements and secondees, where the primary aim is usually for the student or secondee to obtain certain work experience or to carry out work or research in certain areas).

# Principles

Swim The Wightin appointing volunteers will adhere to the following principles

* Volunteers will not be engaged in any task that facilitates the loss of an existing employee’s post, nor on any tasks or projects that (within the past two years) were done by paid employees whose posts have since become redundant.
* Volunteers will not be used to do the work of paid staff during an industrial dispute.

In return, it is hoped that volunteers shall agree to actively perform their tasks to the best of their abilities and to remain loyal to the values, goals and procedures of Swim The Wight

# Process for Recruitment of Volunteers

Swim The Wightrecruits volunteers by raising awareness in the local press and media and through registration with the Isle of Wight Volunteer Centre.

Swim The Wightselects volunteers using the following process:

* Prospective volunteers will be invited to a meeting with members of the organisation to discuss the role description, terms and conditions and specification of relevant experience etc prior to appointment of the volunteer.
* In order to facilitate a clear understanding on both sides, the following information about the opportunity will be given to prospective volunteers:
	+ A role description, outlining the specific tasks, responsibilities and reporting procedure for the volunteer.
	+ Information, including the duration, hours, expenses, insurance, training etc relating to the placement.
	+ A specification outlining the relevant experience, skills, knowledge and abilities required to carry out the role effectively.
	+ A copy of Swim The Wight’sEquality and Diversity Policy.

The prospective volunteer may be asked to complete a Volunteer Details Form that will enable the volunteer to:

* Provide contact details.
* Introduce discussion about any difficulties/barriers they may perceive to their becoming volunteers with the organisation.

Before starting volunteering at Swim The Wight,successful volunteers may be asked to apply for a Disclosure and Barring Service (DBS) check if the role comes under the definition of “Regulated Activity” detailed in the 2012 protection of Freedoms Act.

If the prospective volunteer is deemed to be unsuitable for the opportunity, they will be offered a ‘debrief’ when reasons for the decision will be explained to them.

**Commencement**

Prior to commencement of their volunteer placement at Swim The Wightsuccessful volunteers shall be formally allocated to a named director who will manage/supervise the volunteer. The director’s responsibilities will include ensuring that the volunteer receives the following:

* A planned induction to the organisation, including appropriate forms i.e. expenses claim forms etc.
* Copies of all the organisation’s policies that are relevant to the volunteering role. (i.e. Health & Safety, Data Protection, Discipline & Grievance and Confidentiality Policies).
* Regular support and supervision sessions.
* Positive feedback on their contribution.
* Adequate accommodation, equipment and services to enable them to perform their tasks effectively.
* Lines of communication – should operate in both directions both formally and informally. Volunteers should be consulted regarding decisions that would substantially affect the performance of their duties.

Swim The Wight will agree with each volunteer:

* The number of hours per week they wish to volunteer
* The times of volunteering
* Attendance of training events when necessary
* Regular supervision sessions to ensure that the volunteer is receiving adequate and appropriate support in order to carry out their role.

Volunteers are asked to:

* Inform staff if going to be late or absent
* Follow the procedures and policies of the organisation
* Treat staff members, other volunteers and service users with respect
* Help the organisation to work towards its aims and objectives
* Perform agreed duties
* Report any accidents to a member of staff
* Respect confidentiality
* Consult the appropriate person if in need of help or guidance
* Claim for their out of pocket expenses

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| Equality and Diversity |
| We aim to be an organisation that values, recognises and responds to the diverse needs of members and those we serve. We will not discriminate against any person or other organisation on the grounds of race, ethnic origin, disability, gender, sexuality, age, class, appearance, religion, responsibility for dependants or any other matter which causes a person to be treated with injustice. |

**Confidentiality**

Volunteers should regard all information as confidential and it must not be passed on to a third party and must adhere to our confidentiality and data protection policy.

Volunteers should always use the business address to correspond with clients and must not give their personal details.

**Insurance**

Volunteers are only covered whilst they are engaged in activities on our behalf. Swim The Wight advise all volunteers who anticipate using their personal transport to carry other volunteers or staff on journeys related to their volunteering to check with their Insurance Company that they are covered for these eventualities.

Swim The Wight will hold appropriate insurance that specifically includes volunteers. If a volunteer’s role includes offering advice in the name of Swim The Wight they must be covered by the organisation’s Professional Liability Insurance as well.

# Discipline and Grievance Procedure

Volunteers of Swim The Wightin case of any dispute will have access to the organisation’s Discipline and Grievance Procedure, and will be subject to its procedures.

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| **Monitoring and Review** |
| The Senior Management Team, with adequate consultation of the Board of Trustees, will review the operation of this policy on an annual basis, or more frequently, if appropriate.  |

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| **Agreed by Swim The Wight** |
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| Signature | Date  |