



Charities Commission Number : 1195980

Volunteers Policy

Introduction

Friends of Hell Wath values the contribution made by volunteers and is committed to involving volunteers in roles that add value to the work of the Charity and aid engagement with the local community.

Friends of Hell Wath acknowledges that volunteers can contribute in many different ways and that their contribution is essential to the success of the Charity.

Statement of values and principles

Volunteering is a legitimate and crucial activity that supports the objectives of the Charity.

Friends of Hell Wath recognises that not everyone can volunteer in the same way and as such will seek to find different ways for people to volunteer and support the work of the Charity.

The Trustees will take appropriate steps to ensure all parties involved with the Charity are clear about the role of volunteers.

Volunteers do not take on legal responsibilities assigned to the land owner, lease holder or Trustees of the Charity.

The Trustees will take steps to ensure volunteers know what is expected of them, and to inform them about what they can expect from the Charity.

All parties have a mutual responsibility to build good working relationships between themselves and others and to act in the best interests of the Charity.

No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out tasks involved in their voluntary activity.

The Charity cannot be compelled to provide regular tasks, payment or other benefit for any activity undertaken by a volunteer.

Although volunteers give their time freely and without obligation, it is important that each volunteer acknowledges that the Charity, other volunteers and organisers of events rely on each other to complete work activities and achieve their objectives.



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Rights and responsibilities

The Charity recognises the rights of volunteers to:

- Know what is expected (and what is not) expected of them
- Have adequate support in their volunteering
- Receive appreciation
- Volunteer in a safe environment
- Be insured
- Know their rights and responsibilities if something goes wrong
- Be free from discrimination

The Charity expects volunteers to:

- Be reliable
- Be honest
- Respect confidentiality
- Carry out tasks in a way that reflects the aims and values of the charity
- Carry out tasks within agreed guidelines
- Respect the work of the organisation and not bring it into disrepute
- Comply with the Charity's policies

Volunteer Co-ordination

The Trustees are responsible for the development of voluntary activities undertaken by the Friends of Hell Wath, working closely with members through the Members Activity Group, the leaseholder (North Yorkshire Council) and other engaged partners.

A nominated Trustee will act as a volunteer co-ordinator for each activity and they will ensure the activity takes place following appropriate policies and procedures.

Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

Recruitment and selection

FOHW is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, disability, age, religion, sexual orientation, political beliefs or offending background that does not create a risk to vulnerable groups including children.

Volunteering opportunities will be widely promoted in ways that makes them accessible to all members of the community.

Volunteering opportunities are available on an event by event basis. Because of the nature of this volunteering, FOHW will not conduct interviews with, or take up references for volunteers prior to their participation.



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Usually at least one Trustee will attend volunteer activities to ensure the care and well being of all volunteers is maintained. When this is not possible a designated member of the Charity will act as activity lead under the remote direction of a nominated Trustee.

FOHW Trustees and volunteers must not participate in 1:1 solo activities with children and vulnerable adults. This is to comply with insurance and safeguarding requirements,

Children (16 years and under) will be able to undertake suitable volunteer activities, but will always be required to have a responsible adult in attendance. Risk assessments will include planning for the suitable inclusion of all children; anyone with disabilities; and any vulnerable adults expected to participate. If these assessments cannot adequately mitigate risk, then the reason for exclusion from such activities will be openly shared with and explained to that person.

Volunteers who are considered unsuitable for a particular task will be offered an alternative voluntary task within the Charity. This will be based in a discussion with the volunteer and not just imposed to ensure that misplaced assumptions do not lead to volunteering being restricted.

Training and development

All volunteers will be made aware of and have access to all relevant policies including those relating to health & safety, safeguarding vulnerable groups and equal opportunities.

Training related to the charity activities will be offered when opportunities arise through necessity or partnership with other organisations. Training is not a requirement of volunteering but will allow volunteers to take on activities with greater knowledge and confidence.

Support, supervision and recognition

Volunteers will have a named person/s to whom they can take volunteering concerns and seek guidance and support.

For general concerns that should be the Nominated Trustee for the activity. Reporting of safeguarding concerns should follow the current Safeguarding Policy. ~~Jem Dunford~~
Jane Horton is the current named Safeguarding Trustee.

Friends of Hell Wath give an undertaking that any concerns reported will be taken seriously by the Trustees and dealt with in a timely manner.

Volunteers will be given the opportunity, where relevant, to share their views and opinions with the Charity. Volunteers who are members will have this opportunity through the Members Activity Group meetings as well as the AGM. The AGM is also open to non-voting attendance by the wider community.

Expenses

Friends of Hell Wath does not normally pay expenses for travelling to and from Hell Wath or other activities related to the work of the Charity. If attending training or other off-site activities



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is restricted by cost then volunteers may approach the Trustees for help with transport in the first instance. Expenses may be offered, at the discretion of the Trustees, if all other options have been exhausted.

Other out of pocket expenses will only be reimbursed for previously agreed expenditure on behalf of the Charity. This would only be for equipment or materials needed for specific volunteer activities and when non-purchase options are not solution.

Insurance

The Charity's Public Liability Insurance includes the activities of volunteers and liability towards them.

The Charity does not insure the volunteer's personal possessions against loss or damage.

Confidentiality

All personal information of members and volunteers will be handled in line with the Charity's Data Handling/Privacy Statement/Safeguarding Policy.

Settling Differences

The Charity aims to treat all volunteers fairly, objectively and consistently. The Charity seeks to ensure that volunteers' views are heard, noted and acted upon promptly and aim for a positive and amicable solution to disagreements based on the Charity's Complaints and Grievance Policy.