



Sandal PPG Volunteering Policy

Introduction

This policy sets out the principles for voluntary involvement within Sandal PPG. It is relevant to all within the association and is endorsed by the committee (or volunteers) of Sandal PPG.

Commitment

Sandal PPG acknowledges the contribution made by its volunteers and is committed to involving volunteers in appropriate positions and in ways that are encouraging and supportive. The organisation also recognises its responsibility to arrange volunteering efficiently so that the volunteer's time is best used to the mutual advantage of all concerned.

Definition

A volunteer is a person who, unpaid and of their own free will, contributes their time, energy and skills to benefit Sandal PPG.

Volunteer Co-ordination

All volunteers should report to the Sandal PPG committee, who will offer guidance and support to the volunteer so they may carry out task effectively. Volunteers may be given an individual name of a committee member to report to.

The nominated committee member with overall responsibility for volunteering within the association is Gill Gordon.

Volunteers will have a clear and concise task description, will be properly briefed about the activities to be undertaken and be given all necessary information and equipment to enable them to complete the activities.

It is the volunteer's responsibility to ensure they understand the task they have been given and to raise any concerns or training needs before undertaking any activity

Rights and Responsibilities

The association recognises the rights of volunteers to :

- Know what is expected of them
- Have adequate support and training
- Receive appreciation
- Volunteer in a safe environment
- Be insured
- Be free from discrimination



The association expects volunteers to :

- Be friendly, courteous and kind at all times
- Treat everyone with dignity and respect
- Carry out tasks in a way that reflects the aims and values of the association
- Be responsible and accountable in the way you carry out your role
- Be reliable
- Be honest
- Respect confidentiality
- Carry out tasks within agreed guidelines
- Comply with the association's safeguarding policy
- Not act fraudulently or dishonestly or do anything that brings, or is likely to bring, Sandal PPG into disrepute
- When volunteering in a school, adhere to the school's policies, procedures and rules
- Make themselves familiar with the event risk assessment

This policy will be reviewed annually by the Sandal PPG committee prior to the AGM to ensure that it remains appropriate to the Organisation and its volunteers' needs.