

Volunteer Policy

Introduction

Volunteers are a very important to Active LD CIC (Active LD). We rely on the hard work and good will of volunteers. This Volunteer Policy sets out the principles, practices and procedures which Active LD will follow in the appointment and management of volunteers.

Definition of a volunteer

A volunteer is an individual who puts their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation achieve its aims in bringing benefit to the community. Volunteers contribute to Active LD's goals under the direction of and on behalf of the organisation. Active LD is committed to encourage and enable, rather than restrict, the involvement of volunteers.

Active LD is committed to recognise volunteers for all they do to enhance the organisation's work.

Volunteers are expected to adhere to Active LD's policies; to ensure a safe, respectful and supportive environment for our members, staff and other volunteers. Volunteers are to treat all individuals with dignity and respect, fostering an inclusive atmosphere free from discrimination or harassment. In this way, volunteers help create a positive and nurturing environment where individuals with learning disabilities can thrive.

Active LD Equal Opportunities

Active LD recognises volunteering can provide an individual with experiences and opportunities for self and career development. Active LD is committed to the provision of equal opportunities, in accordance with its Equity and Diversity Policy. Volunteers will support and adhere to Active LD's Equity and Diversity Policy.

Recruitment

Volunteers add value to the lives of everyone involved with Active LD and the organisation seeks to ensure it supports volunteers to make an appropriate contribution and feel adequately supported. Active LD also understands its need to provide a safe environment for staff, and volunteers and individuals taking part in Active LD events and activities.

Prospective volunteers are invited to submit a Volunteer Profile form. An informal chat will follow, where a range of appropriate volunteering roles will be shared. They will then receive a Volunteer Pack which will include Active LD's aims and objectives, relevant Active LD policies and volunteer role descriptions.

Two written references will be required.

For some specific Active LD volunteer roles, Active LD will request a Disclosure and Barring Check (DBS).

All personal data will be dealt with in accordance with Active LD's Data Protection Policy.

Information & Training

Once a suitable voluntary role has been identified, details about the frequency and length of commitment and nature of the voluntary activity should be determined and a trial period agreed.

Active LD will give volunteers information about their role and responsibilities. Volunteers will be given induction and training. Volunteers will be consulted in decisions which affect them.

Support & Supervision

Volunteers will be assigned a named contact person for supervision and support.

Regular support/supervision will be available to each volunteer. The type and level of support will depend on the needs of the volunteer and the nature of their role. Full information on this will be provided during induction.

Confidentiality and Safeguarding

During the volunteer induction, staff will explain that volunteers are to report all concerns and member disclosures to a member of Active LD staff. Volunteers must adhere to Active LD's Confidentiality Policy.

Individuals who attend Active LD and/or who take part in our activities, have learning disabilities; they are vulnerable adults. Volunteers are to follow Active LD's Safeguarding Policy; it is everyone's responsibility to keep everyone safe from harm and abuse.

Settling Differences

Active LD welcomes feedback of any kind from all stakeholders. The organisation recognises that occasionally problems do arise, and it aims to identify and resolve these problems at the earliest stage.

Volunteers who have a problem of any kind should discuss it in the first instance with their named contact person. In the event of any disagreements or complaints, guidance is available in Active LD's Complaints Policy and Procedure.

Expenses

Volunteers can claim all reasonable agreed expenses that are appropriate to the role with Active LD and in accordance with the Volunteer Expenses Policy. Volunteers may not receive payment of any kind for any reason.

Insurance

Volunteers will be covered during their work with the organisation by Active LD's public and employer's liability insurance.

If volunteers offer to drive members in their cars, Active LD will require confirmation of appropriate driving insurance and other relevant documents, this is covered in the Volunteer Drivers Declaration.

Health and Safety

Volunteers are expected to comply with Active LD's Health and Safety Policy.

References

On the basis of their voluntary work, volunteers are welcome to request a reference from Active LD.

Ending Volunteering Responsibilities

Active LD understands that circumstances can change; volunteers may need to move on for various personal or professional reasons. To facilitate a smooth transition, we encourage volunteers to provide as much notice as possible to Active LD. We will offer an exit meeting to discuss their experiences, listen to feedback and address any concerns. Our goal is to ensure that volunteers leave with a sense of accomplishment and a positive connection to both Active LD and to the learning disability community.

Active LD also reserves the right to ask volunteers to leave and will give reasons in writing if requested.

Adopted on: 07.04.2025

Next review: April 2027

Active LD Volunteer Agreement

As a volunteer of Active LD I agree to:

- Follow the Active LD Volunteer Code of Conduct
- Uphold Active LD's values and follow the organisation's mission
- Being an ambassador for Active LD and for people with learning disabilities.
- Meet time commitments and work to standards agreed and give reasonable notice so other arrangements can be made when this is not possible.
- Attending training, supervision and support sessions where agreed.
- Enhancing Active LD's reputation when I represent Active LD in public
- Seek the support of my Active LD contact person if I require support or am uncomfortable with any situation.
- Working within Active LD's agreed policies, guidelines and procedures (this includes those listed below)

Complaints Policy and Procedure

Health and Safety Policy

Confidentiality Policy

Safeguarding Policy

Data Protection Policy

Volunteer Driver Declaration

Equity and Diversity Policy

Volunteer Expenses Policy