



RURALDEVELOPMENTTRUST

Volunteering Policy

Welcome to volunteering for The Rural Development Trust

As a volunteer, you contribute your time, energy and skills in support of
local communities

We appreciate everything you do to help deliver projects that address
rural issues

Thank you for your commitment to The Rural Development Trust and the
local community

Introduction

The Rural Development Trust (RDT) exists to develop and deliver projects that address rural issues in a strategic and effective manner. RDT's core charitable aims are:

- 1) To provide relief to people who are in need because of age, mental or physical disability or illness to provide and assist in the provision of community transport services serving the needs of such people;
- 2) To advance education and promote training, with particular reference to skills which will assist the participants in obtaining paid employment or which will be of direct relevance to the tasks performed by the participants in the course of their employment;
- 3) To relieve unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment;
- 4) To promote, conduct and/or support other charitable projects and initiatives of a charitable nature for the benefit of the community.

It does this by:

- innovation, co-operation and collaboration, integration, sustainability, partnership and bottom-up project development
- having a cost effective and professional solution to work, whilst at the same time representing good value for money
- being prudent with cost base and keeping business overheads at manageable levels
- keeping a rural focus and reinvesting any operating surpluses into new rural initiatives.

RDT is committed to involving volunteers directly within the organisation to:

- Contribute to the delivery of services and community outcomes
- Provide different skills and perspectives
- Offer opportunities for participation by people who might otherwise be excluded.

This volunteer policy sets out the principles and practice by which we involve volunteers within the Rural Development Trust. The volunteer handbook gives further details about the support and procedures in place for volunteers.

Committed to Volunteering

Volunteers are vital to The Rural Development Trust (RDT). Volunteers are our link to communities throughout Lanarkshire. They are integrated into the structure and operations of the Trust and contribute strongly towards RDT's aims and objectives.

Who is this Policy For?

Volunteers support RDT by giving their time to carry out roles which have been initiated by, or agreed with, the Trust. The volunteering relationship is based on trust and does not involve the obligations associated with employment. No payment, other than the reimbursement of agreed expenses, is made by RDT to people who give their time as volunteers.

This policy is intended for RDT volunteers who have accepted an agreed role with the Trust. It outlines the principles on which the relationship between volunteers and the Trust is based and provides basic information about volunteering with us.

Recruitment

RDT welcomes and respects the breadth of experience, skills, dedication and goodwill that volunteers bring. Informal interviews are carried out to ensure that applicants are suitable for the role in question. We will base our selection on the ability of each applicant to fulfil the role concerned, taking into account any effect volunteer may have on the safety of all parties, our brand and reputation.

Recruitment of volunteers will generally be from all sections of the community, and will be in line with The Rural Development Trust's Equal Opportunities Policy.

People interested in becoming volunteers with The Rural Development Trust will be invited for an informal talk with the appropriate contact person. They will be given general information about the Trust and specific information on the volunteer post in which they are interested.

All volunteers will be asked to complete a simple registration form appropriate to the role that they are applying for and to supply two references. Where applicants are not placed in the role applied for, they will be provided with feedback and given the opportunity to discuss alternative volunteering roles with other volunteer involving organisations.

Volunteers with RDT may come into contact with vulnerable people and/or be in a position of trust. They will therefore be asked to provide information about any criminal convictions via a self disclosure form that is completed prior to starting their volunteering. If the volunteer role requires working with vulnerable people and/or children an official Disclosure will be undertaken and paid for by RDT. Every volunteer role will undergo a risk assessment by the designated officer.

This information will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for voluntary work.

Age

In most cases you will need to be over 16 years of age to volunteer independently and under 18s will be asked for parental consent. Younger people may get involved in some aspects of volunteering with us if they are accompanied by a responsible adult.

Equal Opportunities and Diversity

You will be volunteering in an organisation that is committed to equal opportunities and diversity. This commitment is reflected throughout the Trust's policies and practices.

Responsibilities and Expectations

We want you to enjoy volunteering with us and we take our responsibilities towards you very seriously. As an RDT volunteer, you will also be a representative of the Trust and, as such, we ask that you act appropriately.

The Rural Development Trust's responsibilities:

- To offer equal opportunities to everyone who wants to volunteer
- To match your skills and experiences with the right role for you wherever possible, listening to your motivations and aspirations
- To offer appropriate training and support for your role
- To celebrate success and recognise loyalty and dedication
- To respect all our volunteers and listen to what you have to say, consistently encouraging two-way communication

- To provide information about the RDT's work, policies and procedures
- To reimburse agreed out-of-pocket expenses
- To make necessary arrangements to ensure your health, safety and welfare as a volunteer
- To encourage a positive and friendly atmosphere
- To provide access to trained members of staff, to support, guide and advise you

Our expectations of you as a volunteer:

- To aim for high standards of efficiency, reliability and quality in your volunteering
- To work in partnership with other volunteers, staff and the general public
- To support, respect and adhere to our organisational policies, guidelines and management decisions – including all aspects of equal opportunities, health and safety, data protection and use of our brand
- To always consider and protect RDT's good reputation in your actions and conduct
- To act responsibly and within the law
- To let your staff contact know first if you have any problems so that we can find a solution together
- To let your staff contact know if there are changes in your personal circumstances that may affect your volunteering
- To have the best possible experience by getting involved and enjoying your volunteering.

Health and Safety

We are committed to ensuring your well being and safety whilst you are volunteering and, in turn, we expect our volunteers to contribute to maintaining a safe working environment.

All volunteers at RDT must:

- Take reasonable care for the health and safety of yourself and other persons who may be affected by your actions or omissions
- Co-operate with staff by assisting them to fulfil their statutory duties
- Follow our health and safety policy and measures put in place by RDT or any organisation whose premises you may be working on
- Report accidents/incidents or dangerous circumstances to a paid member of staff, whether or not any person has been injured
- Be aware of actions to take when an emergency situation arises and who, from RDT, to contact for support.

Copyright, Intellectual Property and Photography

The rights to any original works that you may produce in the course of volunteering will belong to RDT, unless otherwise agreed. Examples include photography, videos, artwork, graphic design and written work.

We may use photographs of volunteers carrying out their roles for promotional purposes, such as in a leaflet or online. You may, of course, request that an image is withdrawn.

Media Relations

No comments or stories should be given directly to the media, unless your volunteer role specifically includes talking to the press or other local media. Generally, our media relations are handled by a trained member of staff so any requests from the press, etc. should be referred to your staff contact.

Data Protection and Confidentiality

We take great care to protect your information as part of our data protection responsibilities. As a volunteer, we expect you to protect any personal or confidential information to which you may have access.

Expenses

Volunteers may request reimbursement of reasonable out-of-pocket expenses, such as travel costs. Payment of reasonable expenses must be authorised by your staff contact in advance and receipts or tickets will be required.

Insurance

RDT has appropriate insurance in place to cover its volunteers. This include employers' liability insurance and public liability insurance in the event of a volunteer being harmed due to the negligence of the Trust, or a third party being injured as a result of the actions of a volunteer whilst performing RDT duties. However, our insurance does not cover your personal belongings.

Using Your Own Vehicle

RDT does not provide motor insurance for you as a volunteer. Driving in connection with charitable volunteering is normally classified by insurers as "social, domestic and pleasure" which is part of your standard cover. We recommend that you check with your insurer but there should not be any additional cost. If we have agreed to reimburse your expenses for travelling in your own vehicle, we use the government standard mileage rate, which includes an allowance for insurance as well as fuel, maintenance, tax, etc.

Smoking and Substance Abuse

RDT premises and events are smoke free. Volunteering whilst under the influence of alcohol or drugs will not be accepted.

Training and Development

You will have access to training or information to help you successfully carry out your volunteering role. You will be offered an appropriate induction including information about the volunteering environment and any equipment you may be using in your role. If you choose to take on an additional or alternative role or activity as a volunteer, your staff contact will be happy to help you widen or develop your skills and knowledge accordingly.

Resolving Concerns

If you have any problems or complaints about your volunteering, please talk to your staff contact immediately. The Trust takes the concerns of its volunteers very seriously and will make every reasonable effort to resolve any difficulties.

Support and Advice

If you would like further information or advice on any aspect of your volunteering with us, please ask your staff contact:

Endings

When volunteers move on from their role at The Rural Development Trust they will be asked to provide feedback on the volunteering experience by way of an exit questionnaire. They will also be given the opportunity to discuss their responses to the questionnaire more fully with their named contact or a member of the management team.

Any clothing or identification provided to the volunteer by RDT will have to be returned when a volunteer decides to move on from volunteering with the organisation.

On the basis of their voluntary work, volunteers will have the right to request a reference. Volunteers will be supported to move on to other options.

Monitoring and Evaluation

RDT will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.

This policy will be reviewed annually.

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THANK YOU

We appreciate everything you do.

By donating your time you're helping to strengthen and develop local communities.

Date of last review: 20/07/17

Reviewer: Donna Marshall