

LEATHERHEAD RDA VOLUNTEERING POLICY



Introduction

Volunteers play a key role in all areas of Leatherhead RDA and are vital to the ongoing and future success of the charity.

This policy sets out the practical aspects of the involvement of volunteers within the organisation.

LEATHERHEAD RDA'S CORE VALUES

Leatherhead RDA has five core values that frame all decisions and actions taken by volunteers and staff throughout the organisation.

1. Leatherhead RDA is a community of people who believe that it's what you can do that counts and who enable participants and volunteers to achieve their goals.
2. Leatherhead RDA values the input of all people who are involved – participants, volunteers and paid staff.
3. Leatherhead RDA ensures that development and achievement is recognised and celebrated across the organisation.
4. Leatherhead RDA aims to deliver an excellent service and experience for all participants and volunteers.
5. Leatherhead RDA recognises the central part that horses and ponies play in everything we do.

RECRUITMENT

Leatherhead RDA volunteers will be recruited in line with the RDA UK Safe Recruitment Policy.

MINIMUM AGE

Leatherhead RDA volunteers must be aged 12 or over and volunteers under the age of 14 should be supervised by a responsible adult at all times and not left alone when volunteering.

INDUCTION AND TRAINING

All Leatherhead RDA volunteers will be provided with an induction pack that includes any relevant policies and information about their role. They will receive training from a Coach and/or other experienced volunteers that will be recorded on their Volunteer Training Record Card (Green Card), before they are asked to undertake any role. Volunteers will be encouraged to attend any relevant training courses and to progress their knowledge and skills.

EXPENSES

It is Leatherhead RDA's policy that no volunteer should be required to spend their own money in the pursuit of the organisation's objectives. Volunteers will be entitled to the reimbursement of all reasonable out of pocket expenses subject to the guidelines in the RDA UK Expenses Policy.

INSURANCE

All volunteers carrying out tasks for Leatherhead RDA are covered by appropriate insurance policies. These include Public Liability Insurance and most RDA volunteers also benefit from Personal Accident Insurance. Volunteers over 80 are covered by Personal Accident Insurance, but the cover excludes Benefit 4 (Permanent Total Disablement) and Benefit 5 (Temporary Total Disablement/Out of pocket expenses). Volunteers over 90 years of age are not covered by Personal Accident Insurance.

SAFEGUARDING

Leatherhead RDA is committed to creating a safe environment for everyone involved in RDA activities, including volunteers. Volunteers are asked to adhere to Leatherhead RDA's Safeguarding policies and Health & Safety policy.

EQUAL OPPORTUNITIES

Leatherhead RDA operates an equal opportunity policy. Volunteers are expected to have an understanding of and a commitment to Leatherhead RDA's principles of equality and diversity.

WORKING TOGETHER

Everyone who represents Leatherhead RDA is expected to act honestly, reasonably, conscientiously and in good faith at all times including in their interactions with participants, staff and other volunteers. RDA UK's Working Together framework outlines our expected behaviour and the framework for dealing with problems, including making and handling complaints.

DATA PROTECTION

Leatherhead RDA takes steps to take care of the information and data held in relation to volunteers and respects their privacy. To this end all Leatherhead RDA volunteer data will be processed and stored in line with our Data Protection Policy and Privacy Notice. Leatherhead RDA requires that all volunteers respect and treat in confidence the information that they may be party to within their role and work in accordance with the Leatherhead RDA Data Protection Policy.