



# Rooley Moor Neighbourhood Forum

## VOLUNTEER POLICY

Thank you for your interest in volunteering. We are pleased we can offer volunteers a creative, friendly and positive atmosphere as well as an opportunity to develop new skills.

### Rooley Moor Neighbourhood Forum

Rooley Moor Neighbourhood Forum (RMNF) is a Charitable Incorporated Organisation (CIO) established for the public benefit and to advance the education of the public without distinction of ability, sex, sexual orientation, race or political, religious or other opinions. The objects of the CIO are:

1. To promote high standards of planning and architecture in or affecting the area of benefit.
2. To educate the public in the geography, history, natural history, culture and architecture of the area of benefit.
3. To secure the preservation, protection, development and improvement of features or areas of historic or public interest in the area of benefit.

In furtherance of the above objects but not otherwise the trustees shall have the power to establish a neighbourhood forum for the area of benefit to promote and or improve the social, economic and environmental well-being of the area.

We take our responsibility seriously and continually strive to embed good practice across the organisation and beyond.

### Statement of intent

This policy provides information and guidance on the arrangements with regards to people who have volunteered their services to Rooley Moor Neighbourhood Forum.

A volunteer is an individual who offers their time and services, for which no remuneration is paid. Rooley Moor Neighbourhood Forum endorse a pro-active approach in developing a partnership with volunteers and special interest groups, where their activity complements that of Rooley Moor Neighbourhood Forum. It is recognised that the contribution of volunteers enhances and provides a direct link with the wider community.

The trustees, officers and members of Rooley Moor Neighbourhood Forum have the responsibility to ensure that the principles recognised in this statement are followed and to promote a positive relationship with volunteers based on good practice.

### Volunteer recruitment

Anyone can apply to become a volunteer with Rooley Moor Neighbourhood Forum. Responsibilities will be clearly defined in a written role description and all officials must be in agreement with the placement of volunteers in the area in which they will be deployed.

Potential volunteers who refer themselves to Rooley Moor Neighbourhood Forum will have an interview arranged with a Volunteer Co-ordinator.



# Rooley Moor Neighbourhood Forum

## VOLUNTEER POLICY

The recruitment process will include:

- Confidentially Statement
- Safeguarding Statement
- Enhanced Disclosure and Barring Service check (subject to role requirements)
- Safeguarding Children and Vulnerable Adult Interview
- Appropriate trial period to review progress

Honest feedback after interview or after the trial period will be given if the volunteer is unsuitable for the role, where possible, realistic alternatives will be considered with the help the Volunteer Co-ordinator.

### **Training, Support & Insurance**

- An induction will include Safeguarding and Health and Safety training. Additional training will be given as appropriate to the role, as and when required
- Rooley Moor Neighbourhood Forum will provide sufficient contact with the volunteers to maintain a relationship and an overview of their service with, where necessary, the provision of additional support from other forum officials
- All registered volunteers are covered by Rooley Moor Neighbourhood Forum Employer's Insurance whilst participating in any event activity

### **Health and Safety**

- Rooley Moor Neighbourhood Forum is committed to Health and Safety at all times
- Volunteers will be provided with any information, training or equipment they need to remain safe
- Volunteers are expected to remember their duty of care to themselves and towards people around them, and not act in a way that may cause risk
- Volunteers may access the Rooley Moor Neighbourhood Forum Health and Safety Policy and all other policies through our website at:  
<https://www.rmnf.org.uk/policy-documentation/>

### **Our promise**

- Volunteers are welcomed as valued contributors to the activities of Rooley Moor Neighbourhood Forum
- Volunteers are clearly instructed and fully supported in all activities
- Volunteers are consulted about the working environment and working practices, where appropriate



# Rooley Moor Neighbourhood Forum

## VOLUNTEER POLICY

- Volunteers are able to develop skills of particular interest to them, where this is appropriate and complies with our Health and Safety Policy
- Volunteers are kept up to date with Rooley Moor Neighbourhood Forum's activities and plans
- Volunteers are able to participate in activities flexibly to suit their needs and other commitments
- Volunteers are part of the social element of Rooley Moor Neighbourhood Forum, and are included in special events and celebrations

### **Equality and Diversity**

- Rooley Moor Neighbourhood Forum is committed to preventing discrimination, valuing diversity and achieving equal opportunities for its trustees, officers, members and volunteers
- There is no equality of opportunity if differences are not recognised and valued

### **We ask all volunteers to**

- Respect Rooley Moor Neighbourhood Forum's positive approach to equality and diversity and our aim to keep any form of harassment and discrimination from our all our activities
- Respect each other and our different roles and responsibilities, demonstrating a cooperative approach to team working
- Treat all visitors with courtesy and consideration
- Comply with Health and Safety guidance and policy
- Respect equipment and facilities, with consideration for security of property and the safety of oneself and others
- Seek guidance from a volunteer coordinator if there is any uncertainty about activities or expectations
- Ensure they can be identified by visitors as a Rooley Moor Neighbourhood Forum volunteer or steward during public events

### **Volunteer Responsibility**

- It is imperative volunteer cover is maintained at all times with regards to the relevant activity. It is therefore important if a volunteer is unable to attend an activity on the times and days agreed, the volunteer coordinator is informed in sufficient time to enable alternative arrangements to be made



# Rooley Moor Neighbourhood Forum

## VOLUNTEER POLICY

### Dress Code

- Smart casual
- Sensible shoes (due to possible uneven surfaces)
- Volunteers will be issued with a volunteer badge and high visibility vest, which must be worn whilst actively undertaking their designated role

### Concerns and complaints

- If you have any concerns or complaints please raise these verbally, in the first instance, with the Volunteer Coordinator
- If your concern or complaint involves the Volunteers Coordinator, follow the guidelines in our Complaints and Whistleblowing Policies – see: <https://www.rmnf.org.uk/policy-documentation/>
- We will work to address your concern in good time, depending on the complexity of the situation

### Confidentiality & Data Protection

Volunteers are bound by the same confidentiality requirements as Rooley Moor Neighbourhood Forum trustees, officers and members.

Any data held by Rooley Moor Neighbourhood Forum relating to a volunteer is held in accordance with the General Data Protection Regulation (GDPR) 25th May 2018.