

HARINGEY SPORTS DEVELOPMENT TRUST

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VOLUNTEER POLICY

Why have a volunteer policy?

- A Volunteer Policy demonstrates Haringey Sports Development Trusts' commitment to its volunteers and promotes understanding of why the Trust involves volunteers,
- A Volunteer Policy allows consistency. Every volunteer is different but a Volunteer Policy will ensure that all decisions involving volunteers can remain consistent throughout The Trust,
- A Volunteer Policy ensures that all volunteers within Haringey Sports Development Trust (The Trust) know exactly where they stand and know how they will be treated. This is especially important when dealing with new volunteers.

Our Vision and Objectives

To build upon the success of the previous 19 years and expand our Sports Programmes for Young People across Haringey.

Our Principle objectives are:

- To give every child in Haringey the opportunity to take part in sport,
- To give every child in Haringey the opportunity to join a sports club in order to achieve from participation through to international level,
- Through sport, to provide a framework for children and young people to develop life skills and key skills that will help them with future employment, and
- Ensure 2012 legacy from Olympic Games.

Our Future Plans

Expand all of The Trusts current programmes to all schools competing and becoming Active Schools; Introduce Tri-Borough sports competitions in association with Barnet, Enfield and Waltham Forest; Integrate young people with disabilities who play sport into Haringey clubs and increase the number of disabled people who are qualified coaches in basketball, rugby and girls football.

The Trust recognises that to achieve its aims it needs to involve volunteers.

By involving volunteers it will support the club by:

- Increasing the knowledge base of the club,
- Ensuring that the The Trust serves its members in the most cost effective way,
- Bringing a diversity of skills and experience,
- Sharing the workload of existing volunteers.

Principles

This Volunteer Policy is underpinned by the following principles.

The Trust:

- Will ensure that volunteers are properly welcomed and integrated into the The Trust,
- Does not aim to introduce volunteers to replace paid staff,
- Expects that any paid staff work positively with volunteers and, where appropriate, will actively seek to involve them in their work,

- Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively,
- Will treat volunteers fairly and be supportive should any difficulties arise.

Recruitment and Selection

Identifying a volunteers role

The Trust will ensure that wherever possible, volunteers' roles are clearly defined.

The Trust will ensure that role descriptions are available to all new volunteers and will include:

- The main duties of the role,
- An estimation of the time commitment that is required,
- Any skills, knowledge or experience that is required for the role.

The Trust will work with existing volunteers to create role descriptions so that their work can be properly recognised and supported and to assist with the handover of the role when it is required.

All volunteer role descriptions will be held by (Name of suitable person e.g. Volunteer Coordinator) who will make them accessible to all members of the club.

Promoting your volunteer opportunities and dealing with volunteer interest

The Trust will promote volunteer opportunities in the following ways:

- Directly asking members and their families,
- On the The Trust's website and notice board,
- In the The Trust's newsletter,
- On the National Volunteer Database www.Do-It.org,
- Through Haringey Sports Partnership and its networks.

All volunteer enquiries will be dealt with by the Volunteer Coordinator or person who will be responsible for the role, as soon as possible and not more than seven days after the enquiry. Potential volunteers will be given the opportunity to find out more about the The Trust and the role and will have any policies around selection and screening explained to them.

Selection and Screening

The Trust will endeavour to ensure that a volunteer is suitable for a role before they take the role on.

Where there is a choice of volunteers for a role, The Trust will select the candidate based on merit. This might be their experience, knowledge or previous commitment to the The Trust.

Where The Trust identifies that a potential volunteer is unsuitable for a role, the volunteer will be informed and where appropriate offered a more suitable opportunity within the The Trust or referred to their local volunteer centre.

Volunteers will be selected and screened for suitability through one or more of the following methods, dependent on the role:

- CRB disclosure or Self Declaration as set out in The Trust Safeguarding and Protecting Children Policy,
- Informal interview/Two way,
- Formal interview,
- Application form (If used it should be kept simple to avoid putting volunteers off),
- Trial period,
- References.

Volunteer Agreements and Code of Conduct

Where volunteers are taking a role with a level of responsibility or where it is expected to last for a period of time, they will be issued with a volunteer agreement setting out the support that will be provided by The Trust and the expectations of the volunteer.

Volunteers will also be expected to adhere to the Volunteer Code of Conduct, a breach of which may lead to the club implementing grievance and disciplinary procedures or ceasing the volunteer's involvement with the The Trust.

Volunteer agreements are not intended to be a legally binding contract between The Trust and the volunteer and may be cancelled at any time at the discretion of either party.

Expenses

The Trust recognises that volunteers give their time and experience and so should not also be left out of pocket through their voluntary activities.

The Trust will pay reasonable expenses incurred by volunteers in their service to The Trust.

This can include:

- Travel to and from the place of volunteering,
- Travel whilst volunteering,
- Meals taken whilst volunteering,
- Care of dependants, including children, during volunteering,
- Postage, phone calls, stationery etc,
- Cost of protective clothing/special equipment etc.

OR, The Trust is unable to reimburse general expenses to volunteers. Where a volunteer is expecting to incur an expense in the course of their volunteering that they are unable to meet, they should inform (*appropriate person e.g. Treasurer*) who may authorise payment of the expense from club funds.

Induction and training

The Trust will ensure that all volunteers are welcomed into the The Trust and issued with a volunteer handbook containing the following information:

- Committee structure,
- Useful contacts,
- Safeguarding and Protecting Children Policy,
- Health and Safety Policy/Emergency procedures,
- Expenses claim procedure,
- Volunteer Agreement,
- Volunteer Code of Conduct,
- Any other information relevant to the role.

The Trust recognises the importance of developing its volunteers and will support volunteers with their training needs.

Support may be in the form of:

- Promotion of training opportunities,
- Part or full subsidy of training costs,
- Mentoring,
- On the job training,
- Support with applications for training bursaries/scholarships.

Supervision and Support

The Trust will ensure that all volunteers have a point of contact who will provide a supervisory role, ensuring volunteers have the opportunity to share ideas and concerns, seek support and discuss any development needs.

Involving young volunteers

The Trust will involve young volunteers where ever possible and ensure they receive recognition for their contribution.

The Trust will ensure that young volunteers are properly supervised and supported to ensure their volunteering is balanced with their school and lifestyle commitments.

Insurance

All volunteers are covered by The Trust insurance policy whilst they are on the premises or engaged in any work on The Trust behalf.

Health and Safety

Volunteers are covered by The Trust Health and Safety Policy, a copy of which will be made available to all volunteers.

Equal Opportunities

The Trust is fully committed to the principles of equality of opportunity and is responsible for ensuring that no applicant, employee, volunteer or member receives less favourable treatment on the grounds of age, ability, gender, race, colour, ethnicity, sexual orientation, religious beliefs or socio-economic status.

Problem Solving

The Trust aims to identify and solve problems at the earliest possible stage.

If a volunteer has any problems or concerns then they should raise them with their main point of contact/volunteer coordinator or if more appropriate with (*Name of appropriate person on the committee*).

If a complaint or concern is raised about a volunteer, The Trust will follow its grievance and disciplinary procedure which is available at <http://www.haringeysportsdevelopment.co.uk>

The main principles of the grievance and disciplinary procedure are:

- The Trust will attempt to solve any problems before any formal complaint is made by discussing the issue with the relevant parties,
- Volunteers will have the procedure explained to them and will be supported at all stages,
- Volunteers have a right to reply to any complaint and to appeal any disciplinary action that is taken,
- Any grievance will be kept confidential other than to those directly involved in the disciplinary procedure,
- The outcome of any grievance or disciplinary procedure will be recorded and copies provided to relevant parties.

Confidentiality

During the course of their voluntary activity, volunteers may have access to confidential information. Volunteers are expected to use their discretion and maintain confidentiality in line with relevant policies such as the Data Protection Act 1998 and the The Trust Safeguarding and Protecting Children Policy.

Signed:



Burk Gravis

Position in Trust:

Chief Executive Officer

Date:

4th January 2024

Signed:



David Thomas

Position in Trust:

Vice Chair of Trust

Date:

4th January 2024

REVIEW DATE

This statement will be reviewed for effectiveness as and when major changes occur and at the latest January 2026.