

Fearless Girls Club CIC Volunteering Policy

1. Policy statement

This policy outlines Fearless Girls Club CIC's commitment to volunteering and explains the Club's approach to involving volunteers in its work, including those aged under 16 years.

2. Introduction

Volunteers contribute their time and energy and bring varied expertise from a range of backgrounds. It is important to the ethos and approach of our Club to involve volunteers across a range of roles and activities, including students in secondary schools from Year 7 upwards. It is therefore important that Fearless Girls Club CIC provides a clear statement of how the organisation includes and supports volunteers in its work.

2.1 Benefits of being a volunteer

- Opportunity to develop and expand range of skills, experiences and interests
- Chance to meet new people and access new places
- Involvement in local projects and communities
- Enhance employment/Higher Education prospects
- Improve health and wellbeing

2.2 Principles

Fearless Girls Club CIC aims to provide an inclusive and friendly approach that integrates volunteers into the organisation and will actively seek to involve volunteers wherever this is appropriate. Fearless Girls Club CIC aims to ensure that volunteers are treated in a fair and equal manner. We endeavour to ensure that volunteers are supported as an integral part of the organisation and understand that safety is of foremost importance. Fearless Girls Club CIC encourages volunteers and staff at all levels to work together positively and to motivate and support one another to gain results that could not be achieved working alone. Fearless Girls Club CIC recognises that volunteering requires financial support in areas such as training and expenses.

3. Recruitment

Fearless Girls Club CIC operates an equal opportunities policy and believes in reducing the barriers to volunteering. Volunteers assigned to a particular role will be placed based on their ability and suitability to carry out the required tasks.

Every volunteer will be able to view the volunteering opportunities available and Fearless Girls Club CIC will endeavour to place volunteers in roles most suited to their preferences and skills. This may result from an informal chat or a formal interview, depending upon the role and the individual. Where appropriate, volunteers will have clear role descriptions and a volunteer agreement or role charter will be drawn up.

Volunteers in eligible roles will be subject to a Disclosure & Barring Service (DBS) check (further information available via www.gov.uk).

Volunteers are bound by the same guidelines regarding confidentiality as directors and staff and may be required to sign a statement of compliance if handling sensitive information.

4. Management, support and communication

Volunteers will have at least one named person as their main point of contact (one or both Directors) who will, in most cases, be in the capacity of supervisor. Volunteers are welcome to pass views or discussion points to the Directors. Volunteers have the opportunity for regular reviews, the format and frequency of which depends on the specific roles undertaken. Each volunteer will be treated individually and fairly.

Surrey Wildlife Trust aims to communicate effectively with its volunteers in various ways, depending on their role. For example, older girls supporting the Club activities will receive initial and ongoing training.

5. Registration and induction

All volunteers are asked to register with Fearless Girls Club CIC by completing a registration form. Information will be stored on the volunteer database and used to enable Fearless Girls Club CIC to contact and support volunteers.

The volunteer database will only be accessed by personnel given the authority to do so by the Directors. Fearless Girls Club CIC databases are managed in compliance with Data Protection regulations.

All volunteers will be given an induction suitable to their role and responsibilities, to include (but not limited to):

- Health and safety procedures
- Action to be taken in the event of an emergency, e.g. fire or accident
- Information on learning opportunities (e.g., external training)
- Signposting to Fearless Girls Club CIC policies and procedures

All volunteers are asked to provide an emergency contact and to inform the Directors of any medical condition that may affect an individual during an activity, and if necessary make aware the location of any medication that may be required.

6. Training

Fearless Girls Club CIC will endeavour to provide training appropriate and relevant to a volunteer's tasks and duties, dependent on available resources, in order to enable them to fulfil their role for the benefit of Fearless Girls Club CIC. This may consist of both in-house and external training.

7. Health and safety

All volunteers must be made aware of and abide by health and safety requirements. They must be made aware of relevant health and safety issues when undertaking a task, both to themselves and to others.

8. Age-related codes of practice

A parent/guardian consent form must be submitted for volunteers aged under 18 years, and their roles must be as part of a group under direct supervision of a named responsible adult authorised by Fearless Girls Club CIC (usually one or both Directors). There is no set upper age limit to volunteering.

9. Insurance

Volunteers working with Fearless Girls Club CIC are covered by the Club's insurance policies whilst actively engaged in Fearless Girls Club CIC business or activities, providing they follow the Club's policies and procedures and any instructions or guidance provided by Fearless Girls Club CIC.

10. Conduct

Fearless Girls Club CIC expects staff and volunteers to work together in a positive, respectful and accountable manner. Any issues of concern relating to volunteers and volunteering, from a volunteer or staff member, should be addressed to the Directors. Breaches of conduct, e.g., unacceptable behaviour, may lead to a volunteer being dismissed from their position.

11. Recognition

Fearless Girls Club CIC aims to support its volunteers, and recognise and celebrate their valuable contribution. The Club will stay acquainted with legislation, best practice and opportunities relating to volunteering and implement these wherever possible.

Last reviewed: 16/09/2024