

Volunteer Policy

Luddenden Foot Community Association

Mission statement

Luddenden Foot Civic Institute serves the local communities of Luddenden and Luddenden Foot and the surrounding environs. The building is managed by the board of directors of Luddenden Foot Community Association (hereafter referred to as LCA), on a 30 year lease from Calderdale MBC. The aim of the LCA is to provide a community facility suitable to meet the needs of all who reside and work in the locality. We run various events and have organisations based in the building who are working within the local community:-

- Luddenden Valley 0 – 5s Playgroup
- Luddenden Foot United Reformed Church
- 3rd Halifax (Luddenden Foot) Boys Brigade Company
- Luddenden Foot Womens Institute
- Calder 76 & Hebden Royd Football teams

LCA focuses on providing a location where people from all walks of life can meet and get involved in social, recreational, sports and educational activities. We want to work along with the existing user groups and introduce new activities that are of benefit to the community. We aim to provide an environment that will be safe and welcoming.

LCA was founded in 2005 and we obtained through the Asset Transfer Programme a 30 year lease of the building which commenced on 1st April 2013. We are a Company Limited by Guarantee – registration number 06987067.

Principles

- The board of directors of LCA are fully committed to the recruitment and support of volunteers within our organisation.
- We believe that volunteers can provide a range of skills and experience that would not otherwise be available.
- The management recognises that volunteers require personal development and we will seek to help volunteers meet these needs.

Recruitment

LCA is committed to recruiting volunteers from a diverse range of backgrounds and will that activities and projects are accessible (where possible) to all.

Recruitment of volunteers may involve a process of formal/informal interviews, enhanced CRB checks/application form/references/trial period/etc. We will regularly evaluate and monitor our progress towards diversity of our volunteer recruitment.

Equal Opportunities

LCA operates a non-discriminatory policy regarding volunteering opportunities available.

No volunteer will be discriminated against due to:-

- Age
- HIV antibody status
- Ethnicity
- Gender
- Learning difficulties
- Mental health difficulties
- Physical or sensory impairment
- Political belief
- Nationality
- Religion
- Marital status
- Sexual orientation

Exceptions will be made only where such discrimination can objectively be justified. Any volunteer is free to challenge a decision made via the Complaints Procedure.

Safeguarding of Children and Adults at Risk

LCA believes that protecting children and adults at risk is everybody's responsibility.

Volunteers, management and users have a duty to protect children and adults at risk, who they come in contact with from abuse and to abide by the policies the management of LCA have drawn up to give guidance on these issues. Copies of policies are available from the secretary.

Health and Safety

Volunteers are covered by the LCA Health & Safety Policy, which is available from the secretary.

The health and safety of all our volunteers is of great importance to the board of the LCA. If at any time you have any concerns regarding Health and Safety, please speak to your supervisor.

Risk assessments are carried out on a regular basis within the Civic Institute and the surrounding land managed by the LCA. Assessments are also done before events take place.

All volunteers ultimately undertake their duties at their own risk. They will however be briefed on safety procedures and have a full knowledge of accident and emergency procedures. Volunteers will be expected to act in a responsible manner and never to carry out actions which would put themselves or others at risk. If a volunteer notices anything that constitutes a health and safety issue whilst volunteering at the Civic Institute, they have a duty to report it to their supervisor or a director.

Volunteers should know:-

- Their nominated first aider
- Who to contact in an emergency
- The fire assembly point – the shelter on Holmes Park
- Where the first aid box and accident reporting book are located

All accidents must be reported. An incident/near miss record should be entered in the accident book. No volunteer must be left alone with a child/vulnerable client. Where possible volunteers should not work alone nor work one to one with clients of ANY group/organisation using the premises.

Support

All volunteers will have a supervisor – named person, as their main point of contact. The volunteer will be given opportunity to feed back on progress, discuss future duties and to air any problems.

We aim to identify and solve problems at the earliest possible stage. A Complaints/Grievance and Disciplinary procedure will be given to all new volunteers.

Volunteer Agreements and Voluntary Work outlines

We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your experience with us enjoyable and rewarding.

Each volunteer will be given a job description and a Volunteer Agreement establishing what the working relationship between the volunteer and the LCA will be including details of rights and responsibilities. Neither of these documents is a contract and is binding in honour only.

Volunteer Agreement

As a volunteer member of LCA you have certain rights and responsibilities that serve to protect you and assist you with your duties. These are outlined below. If at any time you feel that you are being asked to work outside of their limits please inform your supervisor or any director.

You have the right to:-

- Specify the time of your volunteering hours and to go home on time.
- Be respected and safe and be able to say 'no' at any time.
- Information about the tasks that you will be expected to undertake before you start them and any training, if appropriate.
- Claim expenses for any materials purchased to assist you carry out your duties. Lunch will be provided if you work more than 4 hours daily.
- Be respected and supported by all volunteers and management of the LCA.
- Know who you are accountable to for your action on projects and during activities.
- Be able to ask for job references.

You are responsible to/for:-

- Be reliable; do the hours you have agreed each week and when you leave give reasonable notice so that other arrangements can be put in place.
- Perform your volunteering duties to the best of your ability.
- Be honest about your suitability for specific projects and activities.
- Act in accordance with best practice and equal opportunities.

- Be responsible and keep Luddenden Foot Civic Institute a safe place for all to use abiding by the LCA policies on health and safety, safeguarding and confidentiality.
- Maintain discipline, work as part of a team, respect confidences, support other volunteers, do not undermine others and set a good example.
- Recognise that while you are volunteering you are a representative of LCA.

Inappropriate behaviour or any acts which bring LCA reputation into disrepute will not be tolerated and will be dealt with using the disciplinary procedure.

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