



**Policy 1**  
**Volunteer Policy**  
**For**  
**Wenlo**  
**Riding for the Disabled Group**

Address: Bowleys Barn Farm, Stanford Road, Normanton-on-Soar  
Leicestershire, LE12 5ER

Registered Charity No: 1073408

Revision New
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## **VOLUNTEERING POLICY**

Volunteers play a key role in all areas of 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.

### **Minimum Age**

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**

RDA volunteers are able to access a range of opportunities for learning and development to support them in their role. In some cases, this will be formal training, in others it may be through coaching and peer support from others.

### **Expenses**

It is RDA UK'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 Expenses Policy. (See RDA Website)

### **Insurance**

All volunteers carrying out tasks for 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**

RDA is committed to creating a safe environment for everyone involved in RDA activities, including volunteers. Volunteers are asked to adhere to RDA Safeguarding policy statements and Health & Safety policy. (See Wenlo Policies numbers 2,3,4,5 and 6.)

## **Working Together**

Everyone who represents 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 Working Together framework outlines our expected behaviour and the RDA framework for dealing with problems, including making and handling complaints. (See Wenlo Policy number 2)

## **Data Protection**

RDA takes step to take care of the information and data held in relation to volunteers and respects their privacy. To this end All RDA volunteer data will processed and stored in line with RDA Data Protection Policy and Privacy Statement. 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 RDA Data Protection Policy. (See Wenlo Policies numbers 6 and 7.)

## **Further Information**

Further information on RDA policies can be found at [www.myrda.org.uk/runningyourgroup/policies/](http://www.myrda.org.uk/runningyourgroup/policies/)