



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: 1191961

Revision Minimum age reference to under 14s removed. Rewording of insurance section

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.

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 UK are covered by appropriate insurance policies. These include Public Liability Insurance and Personal Accident Insurance.

Volunteers aged between 12 and 90 also have Personal Accident insurance (with some restrictions for those aged between 80 and 90)

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 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/running_yourgroup/policies/