



FOUNDATION



2021/22

VOLUNTEERING POLICY





POLICY STATEMENT

At Sporting Influence CIC, we believe that all young people should have the chance to succeed. We aim to increase activity in children and make activity a habit for life. Volunteers play a crucial role in helping achieve our mission and we could not achieve our goals without their hard work. We are incredibly grateful for their support and want to make sure all our volunteers have a safe, rewarding and enjoyable experience.

The Volunteer Policy recognises the significant and valuable role volunteers play in supporting young people. This policy reflects our commitment to volunteering and sets out a framework of procedures and best practice, which we will endeavour to follow when recruiting and working with our volunteers, to ensure that both volunteers' and Sporting Influence CIC's expectations are met.

The policy is for volunteers recruited by Sporting Influence CIC and colleagues working with those volunteers. It will be provided to all volunteers at the time of their induction with Sporting Influence CIC.

Responsibility for this policy rests with Sporting Influence CIC.

SPORTING INFLUENCE CIC VOLUNTEERS - DEFINITION

A Sporting Influence CIC volunteer is someone who, unpaid and of their own free will, chooses to give their time, energy, skills and expertise to support Sporting Influence CIC in achieving its aims. The arrangement is voluntary on both sides. The charity's relationship with volunteers is based on trust and is not intended to have the obligations associated with employment. No payment, other than the reimbursement of agreed out-of-pocket expenses, is made by Sporting Influence CIC to people who give their time as volunteers.



Sporting Influence CIC's volunteers support the charity in a number of ways, including:

- → Supporting young people to move into employment, education or training, for example by mentoring young people or delivering our courses.
- → Help to staff Activity Camps to develop the experience for all young people in attendance.
- → Championing Sporting Influence CIC by helping to spread the word and connecting us with communities and partners.
- → Raising funds, for example by helping to run events, promoting the ways to give money and connecting us with their networks.

OUR VISION FOR VOLUNTEERING

We believe that by harnessing the passion and skills of our volunteer community, we can achieve more for young people and are committed to engaging volunteers in this mission wherever possible. To ensure that volunteers are at the forefront of everything we do, we aim to:

- → Ensure that our volunteers understand what we expect from them, and what they can expect from us in return.
- → Attract volunteers with the right skills to support the charity to help young people.



FOUNDATION

EQUALITY AND DIVERSITY

Sporting Influence CIC is committed to building a diverse organisation that is responsive to the needs of young people and our stakeholders. Sporting Influence CIC is also committed to equal opportunities at all stages of recruitment, selection and volunteering. Short-listing, interviewing and selection of volunteers will always be carried out without regard to protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. This commitment is reflected throughout the charity's policies and procedures. Sporting Influence CIC will not condone, accept or ignore any forms of discrimination or unacceptable behaviour.

SAFEGUARDING

Sporting Influence CIC believes that all children and young people have the right to protection from harm, abuse and exploitation. The Safeguarding Policy will be shared with all new volunteers to Sporting Influence CIC as part of the onboarding process. Where Sporting Influence CIC feels it is necessary, failure to meet the obligations of the Safeguarding Policy, may lead to a volunteer being asked to step back from volunteering temporarily or permanently, or other appropriate action.

Volunteers taking on roles that are eligible for a Disclosure and Barring Service (DBS) check, or equivalent, will be required to undertake a relevant check. If required, this will be made clear on the volunteer role description and during the application process. We welcome volunteers from a range of different backgrounds and having a criminal record will not necessarily bar someone from volunteering with us. This will depend on the nature of the position and the circumstances and background of their offence.



RECRUITMENT

Sporting Influence CIC will collect information on all prospective volunteers during the recruitment and selection process. Additionally, volunteers might be required to attend an informal interview to provide relevant information and explore their aspirations and the experience they can bring to Sporting Influence CIC. It is important for all involved to appreciate that the interview is not a competitive process, and the sole selection criteria is suitability for the role. A personal reference might be required and taken up to help confirm suitability for volunteering and for specific roles.

In commencing their role, the volunteer commits to the aims, values and key policies of Sporting Influence CIC. They also commit to delivering the key tasks outlined in the relevant role description. This Volunteer Commitment does not and is not intended to create a contract of employment between Sporting Influence CIC and volunteers.

When appointed, an appropriate named contact for that role will lead on the relationship management of the volunteer. This may be a colleague or a volunteer. The named contact is responsible for guiding and supporting the volunteer in their role and should be available to discuss any aspect of the volunteer's role.

TRAINING AND SUPPORT

Volunteers will have a valuable set of skills, knowledge and attitudes gained from their education, work, previous volunteering, and life experiences. To help ensure that volunteers are appropriately equipped for their role, each volunteer must undergo the appropriate induction and training process prior to commencing their role, alongside continuous training, where appropriate, whilst volunteering with Sporting Influence CIC.

Each volunteer will be provided with relevant management and support. This might include regular, appropriate and mutually agreed contact.

Sporting Influence CIC will also provide appropriate recognition and occasions to celebrate volunteers and their work, on an individual and group basis, according to specific role(s), commitment and length of service.



HEALTH AND SAFETY

Volunteers must take reasonable care of themselves and others while volunteering for Sporting Influence CIC, and follow any health and safety advice and instruction given for their role. Volunteers should co-operate with Sporting Influence CIC on health and safety matters, and immediately report accidents/incidents (including near misses – accidents/incidents that may have led to injury). Volunteers should not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

Sporting Influence CIC will ensure that all volunteers are provided with the appropriate information, supervision and training required to enable them to complete voluntary work safely. This includes providing suitable systems and procedures and guidance is outlined in The Health and Safety Policy.

INSURANCE

Sporting Influence CIC provides Employers Liability, Public Liability and Professional Indemnity cover for all volunteers whilst working on Sporting Influence CIC activities. Sporting Influence CIC does not provide motor insurance cover. The insurance will not cover unauthorised actions or actions outside the volunteering agreement.

DATA PROTECTION AND CONFIDENTIALITY

Sporting Influence CIC will protect volunteer information in accordance with the relevant data protection legislation including the General Data Protection Regulation (GDPR). Data will be held securely and confidentially and will only be accessed by authorised individuals. Please see our Data Protection Policy on the website for further information about how we collect, manage and use the personal data of our volunteers. We expect all volunteers to comply with Sporting Influence CIC's Data Protection Policy and associated policies.

When volunteering with Sporting Influence CIC, volunteers are likely to become aware of confidential information about Sporting Influence CIC's staff, young people supported by the charity and third parties. All volunteers are required to maintain confidentiality and should not disclose the organisation's information during their volunteering services and any time afterwards.